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Senior Knowledge Management Attorney RSCNYC7052

Description
The Private Funds group seeks a senior attorney with significant private funds and asset management experience, including sponsor-side fund formation and institutional investor representation, to serve as a Senior Knowledge Management Attorney. This role will lead the development and execution of the Private Funds knowledge management strategy in coordination with the broader Asset Management Practice.

The position is primarily non-billable, with limited billable responsibilities (approximately 25%).

Qualified applicants are encouraged to send their resume to jobplacements@reliablestaffing.com

Key Responsibilities

- Lead development and implementation of the Private Funds KM strategy
- Collaborate with practice leaders, KM teams, and firm departments to align strategic goals
- Maintain and enhance forms, precedents, checklists, and KM resources
- Monitor market and regulatory developments and update KM tools accordingly
- Drive best practices for maintaining and prioritizing KM materials
- Represent the group on firmwide KM initiatives and working groups
- Develop and support training programs related to KM resources and systems
- Evaluate and recommend third-party knowledge tools and resources

Job Location
New York City, NY

Date posted
February 25, 2026

Valid through
25.02.2031

Base Salary
$ 250,000 - $ 375,000

Employment Type
Full-time

Hiring organization
Reliable Staffing Corporation

Industry
Legal

Skills

- Strong drafting ability, including partnership and fundraising agreements
- Excellent research, analytical, and organizational skills
- Proven project management and systems-oriented mindset
- Ability to collaborate across functions and offices
- Ability to manage multiple priorities in a fast-paced environment
- Familiarity with legal technology and data management tools

Qualifications

- J.D. and 10–15 years of relevant private funds experience
- Experience in a large law firm environment (minimum 5 years preferred)
- Admission to the bar in the relevant jurisdiction
- Significant experience with fund formation and fundraising documentation

Contacts
jobplacements@reliablestaffing.com

Education
J.D. degree required

SEND RESUME
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