

POSITION DESCRIPTION FOR ASSISTANT GENERAL COUNSEL

Title: Assistant General Counsel
Department: Legal
Reports To: Senior Vice President & General Counsel

Function:

The Assistant General Counsel works as a corporate generalist with the ability to provide legal services to RLJ's business units. Given the variety and complexity of issues presented by a growing entrepreneurial REIT, the incumbent will be highly effective in project management and have the ability to skillfully handle myriad projects from multiple clients.

Responsibilities:

- Effectively manage a wide variety of legal matters for the Company, inclusive of acquisitions, dispositions, financings, litigation, contracts, labor and employment issues, and corporate governance
- Review, draft and advise on commercial contracts, including but not limited to, vendor contracts, parking agreements, and telecommunication agreements
- Manage special projects for RLJ's portfolio, as required
- Serve as Legal subject matter expert on RLJ's transactional matters including but not limited to acquisitions, dispositions, and financings
- Work directly with senior level Company Executives on legal matters
- Evaluate, select, and manage legal resources necessary to complete legal matters
 - Manage outside counsel
 - Oversee work of Legal Department Paralegals

Skills:

- Pragmatic, results oriented, with good judgment and outstanding communication skills
- Ability to work independently
- Ability to effectively manage projects from beginning to end
- Capable of achieving timely and planned results
- Experience interacting with senior management and making reasoned decisions
- Strategic enough to envision and address the big picture while being able to handle mundane requirements of a small legal department

Education/Training:

- Juris Doctorate

Experience:

The ideal candidate will have:

- Strong academic credentials
 - 10 – 20 years of relevant experience at a top tier law firm or some combination of significant private practice experience and relevant in-house experience
 - Public Company experience is highly preferred
 - Hospitality or Real Estate experience is highly preferred
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This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.