

Assistant General Counsel/Senior Corporate Counsel

Location: Denver, CO



Gevo is a next generation, “low-carbon” fuel company focused on the development and commercialization of renewable alternatives to petroleum-based products. Low-carbon fuels reduce the carbon intensity, or the level of greenhouse gas emissions, compared to standard fossil-based fuels across their lifecycle. The most common low-carbon fuels are renewable fuels. Gevo is focused on the development and production of mainstream fuels like gasoline and jet fuel using renewable feedstocks that have the potential to lower greenhouse gas emissions at a meaningful scale and enhance agricultural production, including food and other related products. In addition to serving the low-carbon fuel markets, through Gevo’s technology, Gevo can also serve markets to produce chemical intermediate products for solvents, plastics, and building block chemicals. Learn more at our website: www.gevo.com

Job Description

Gevo is seeking an Assistant General Counsel or Senior Corporate Counsel (depending on the experience level of the successful candidate) to join our publicly traded company, where the mission is to reduce greenhouse gas emissions from transportation fuels. The successful candidate will work on a wide variety of corporate legal matters facing a public company with operations in the advanced renewable fuels industry, including drafting and reviewing securities law filings; securities law compliance; and reviewing, drafting, and negotiating agreements.

SPECIFIC DUTIES & RESPONSIBILITIES

- Interact directly with and support senior management and various groups across the company, with a primary focus on securities, contracts, corporate governance and transactional matters.
- Draft and review SEC filings and Nasdaq filings, including:
 - Annual and Quarterly Reports on Form 10-Q and 10-K
 - Annual Proxy Statements
 - Form S-3 Registration Statements
 - Form 8-Ks
 - Press Releases
- Review and draft contracts in general, especially in connection with intellectual property, financing and construction projects.
- Prepare company contract templates – standard terms and conditions, form consultant agreements, etc.
- Review and draft corporate policies and procedures.
- Assist Human Resources Department with employment/labor issues and legal review of benefits documents, employment agreements, etc.
- Assist General Counsel on initiatives and projects on an as-needed basis, including legal research.

QUALIFICATIONS, SKILLS & KNOWLEDGE

- J.D. awarded by an ABA accredited law school.

- License to practice law in one or more states. Colorado is preferred.
- A minimum of 3 years of work experience outside of law school.
- Strong experience with preparation and review of securities law filings.
- Contract drafting and negotiation; and preparation and review of public company policies and procedures.
- Experience with SEC rules and regulations required. Familiarity with and understanding of Regulations FD, S-K and G.
- Employment law/employee benefits experience a plus.
- The ability to work with minimal supervision.
- In-house experience at a public company.
- Experience interacting at senior level with business management.
- Solid background in contracts.

PERSONAL CHARACTERISTICS

Team attitude where no job is too big or too small. Thrives in an environment where you need to roll-up your sleeves and own outcomes. Ability to strike sensible and practical balance between legal risks and the need to do business. Adept at working in a fast-paced, high activity environment with smart and creative people. Strong ability to influence, provide point of view and to listen. Excellent verbal and written communication skills to effectively work with various departments and levels within the company (including senior management) and manage cross functional teams, including finance, IR and PR. Excellent judgment, attention to detail and ability to handle sensitive and confidential information. Ability to handle ambiguity, juggle many matters at once and quickly shift from one situation or task to another. Solution oriented. Talent for thinking outside of the box in confronting new issues and pursuing novel approaches to old problems. Sense of humor a plus.

WORKING CONDITIONS

- Primary location: Corporate Office, Englewood, Colorado
- Monday through Friday: 9 AM to 5 PM
- Travel may be required

Gevo offers a competitive annual base salary, a generous vacation package, 401K plan, paid Medical, Dental and Vision insurance as well as an annual cash bonus & equity award (subject to Board of Director Approval). If interested, please submit a letter of interest, resume and salary requirements to careers@gevo.com. Please no phone calls or agency submissions.