

Senior Vice President, Counsel & Corporate Secretary (General Counsel Potential) Chain Bridge Bancorp, Inc. & Chain Bridge Bank, N.A.

Job Title: Senior Vice President, Counsel & Corporate Secretary

Location: McLean, VA

Reports to: The Chairman of the Board.

About Chain Bridge Bancorp, Inc. & Chain Bridge Bank, N.A.:

Chain Bridge Bancorp, Inc. (the “Company”) is a publicly traded Delaware corporation and the holding company for Chain Bridge Bank, N.A. (the “Bank”), a nationally chartered bank with full trust powers. Founded on May 26, 2006, the Company is subject to regulatory oversight by the Federal Reserve under the Bank Holding Company Act of 1956. The Company completed its initial public offering in October 2024, and its Class A Common Stock is listed on the NYSE under the symbol “CBNA”.

The Bank commenced operations on August 6, 2007, under a national banking charter issued by the OCC and is regulated by the Office of the Comptroller of the Currency (OCC), the Federal Deposit Insurance Corporation (FDIC), and the Federal Reserve. In 2020, the Bank was granted fiduciary authority, allowing it to serve as a trustee, investment manager, executor, and estate administrator under OCC fiduciary regulations.

Job Description:

Chain Bridge Bancorp, Inc. and Chain Bridge Bank, N.A. seek a highly qualified Senior Vice President, Counsel & Corporate Secretary who will play a pivotal, strategic role in preserving the Company’s exacting standards for compliance and corporate governance. This position offers the potential for General Counsel designation based on the candidate’s credentials.

The Counsel & Corporate Secretary will work closely with the Board of Directors of both the Company and the Bank as well as with senior management.

This role is ideal for a tech-savvy, innovative legal professional skilled in using advanced legal technologies to enhance efficiency. The Company employs a variety of technological tools, including AI-assisted research and drafting applications, to support daily workflows. The successful candidate will integrate these tools seamlessly into his or her practice, while ensuring precision and compliance with professional standards. The role offers opportunities for deep institutional engagement and enduring professional growth.

Key Responsibilities will include:

- Collaboratively advising senior management and the Board of Directors regarding securities law disclosures and compliance, corporate governance matters, and shareholder engagement.
- Overseeing the timely and accurate preparation and filing of reports, including Annual Reports on Form 10-K, Quarterly Reports on Form 10-Q, Current Reports on Form 8-K, proxy statements, and Section 16 filings (Forms 3, 4, and 5).
- Proactively providing legal support to Board of Directors and Board Committees, including advising on substantive legal matters, developing meeting agendas, preparing materials for Board/Committee meetings, drafting minutes, resolutions, and unanimous written consents.
- Facilitating the preparation of annual meeting materials, including the annual proxy statement and annual report, and coordinating the Company's Annual Meeting of Stockholders.
- Providing securities law advice and compliance guidance for earnings releases, investor materials, management presentations and other communications.
- Providing legal advice and counseling to the Board and Board Committees regarding compensation plans and other executive compensation matters.
- Advising on other legal matters across the Company and Bank.
- Reviewing and negotiating corporate agreements, including insurance, vendor, purchase and sale, and non-disclosure agreements.
- Assisting with the drafting and review of various policies and procedures.
- Monitoring evolving corporate governance trends, securities laws, and banking regulations, and providing proactive guidance to the Board and management.
- Managing and stewarding established relationships with outside counsel

Requirements:

- Juris Doctor (J.D.) from a top-tier law school.
- Strong academic credentials preferred (e.g., Law Review, Order of the Coif, honors graduate, or judicial clerkship).
- Minimum five years of relevant corporate and securities law experience, with law-firm and/or in-house practice.
- Active bar membership in good standing in at least one state (Virginia preferred or the ability to obtain Virginia Corporate Counsel status).

Skills and Competencies:

- Comprehensive knowledge of federal securities laws, including disclosure, compliance, enforcement, and regulatory oversight.
- Strong understanding of corporate governance requirements, including NYSE listing standards.
- Experience supporting and/or working with boards of directors and senior management.

- Demonstrated excellent writing, negotiation, and analytical skills, with the ability to translate complex legal issues into clear, actionable guidance for executives and the Board.
- Ability to work independently in a fast-paced, highly regulated environment while upholding the Company's mission and vision.
- Proficiency in AI and technology tools to augment productivity.
- Intellectual curiosity and commitment to continuous professional development.
- Commitment to cultivating lasting professional relationships and developing deep institutional knowledge.

Additional Preferences:

- Familiarity with federal banking laws (OCC, FDIC, Federal Reserve).
- Experience working with, or representing clients before, the U.S. Securities and Exchange Commission (SEC).
- Knowledge of Federal Election Commission (FEC) Regulations and Campaign Finance laws.
- Experience with public disclosures and governance functions for a NYSE-listed public company.
- Background serving as outside or in-house counsel for a bank holding company.

Compensation & Benefits:

- Competitive salary.
- Participation in the Short-Term Incentive Bonus Plan.
- Eligibility for the Long-Term Cash Incentive Plan.
- Comprehensive benefits package, including healthcare and a 401(k) plan.

Application Process:

To apply, submit your resume, cover letter, and a redacted writing sample (5 pages max) to HR@chainbridgebank.com. Please indicate in your cover letter if you wish to be considered for the General Counsel designation based on your qualifications.