



**Position Announcement
Staff Attorney
Local Initiatives Support Corporation**

Background

Local Initiatives Support Corporation (LISC), widely recognized as the nation's premier community development intermediary, has a 30 year history of providing financial and technical assistance to community-based organizations and public entities focused on the redevelopment of urban neighborhoods and rural communities. The organization works in metropolitan areas and rural communities throughout the nation to assist its various partners in the development of affordable multi-family and senior housing, homeownership opportunities, commercial enterprises, community facilities and various community-building programs. LISC works with its partners to make communities good places to work, do business and raise children. Visit: <http://www.lisc.org> for more information.

LISC invites applicants for a Staff Attorney position to work full time in the Legal Department in its New York City headquarters. The attorney will work under the supervision of LISC's Vice President and Deputy General Counsel and shall also work closely with other attorneys and staff in the Legal Department.

LISC's Legal Department

LISC's Legal Department, together with several outside law firms, works under the General Counsel's supervision and performs all legal services for the organization. This includes normal corporate matters, government contracts, financial matters and other projects related to LISC's national and local programmatic activities. The Legal Department works closely with all LISC departments and with counsel to its affiliates. The Legal Department is headed by its General Counsel and includes seven attorneys, a director of special projects, two paralegals, a legal assistant, and three legal secretaries.

Position Description

The position will have three core areas of responsibility - government funding, transactional assignments and general corporate affairs. The amount of time devoted to each area will vary; however it is anticipated that approximately 60% of the attorney's time will be spent on government funding related work. The remaining time will be divided between transactional work and the other areas described below.

Government Funding Related Assignments:

The attorney's role will be to review applications for government funding, help negotiate contracts for such funding, interpret contracts and relevant regulations, provide training and technical assistance, review files for compliance with regulations, and such other tasks as may be needed by LISC for its continued effective use of federal, state and local government funds.

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Transactional Assignments:

The attorney will represent LISC, as lender, in transactional work - structuring, drafting, negotiating, and closing loans, lines of credit, guarantees, and other types of secured and unsecured financing provided by LISC to residential, commercial and community facility development projects. Additional responsibilities may include providing technical assistance to LISC's program staff on legal and other issues related to real estate development and financing. The position will also be expected to assist with asset management and loan administration matters, such as restructuring and amending loan documents and reviewing disbursement requests.

Other Assignments:

The Legal Department plays a central role in negotiating, drafting and helping to administer loans to LISC, lines of credit to LISC, office leases and documentation for the sharing of space, various operational and programmatic memoranda of understanding, federal, state and local filings and reporting requirements. The Department is also responsible for corporate insurance, and provides support on a variety of human resource matters. There is also responsibility for preparing the agenda and materials for all Board and Committee meetings and related matters. The position is expected to assist with many of these matters, and eventually may have independent responsibility for some of them.

Experience

One or more years experience with government funding and regulations is preferred, as is experience with general corporate matters, state and federal filings, commercial office leases, and board governance.

Two or more years of relevant transactional experience in real estate secured lending is preferred.

Qualifications

The ability to work with minimum supervision and consistently meet deadlines while generating work of high quality and reasonable volume is essential. Excellent oral and written communication skills are required. Good organizational skills, attention to detail and the ability to juggle competing priorities are highly desired.

A high degree of integrity, ease in working in a diverse environment and a willingness to be a participating team member and commitment to LISC's mission are necessary for success in this position.

The preferred candidate will possess excellent computer skills and be comfortable with technology including the use of the Microsoft Office Suite of products.

LISC offers a competitive salary and excellent benefits. Please send a detailed cover letter, and resume, to Celayne Hill, LISC Vice President and Deputy General Counsel, via email to chill@lisc.org.

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