



LOCAL INITIATIVES SUPPORT CORPORATION
Position Description

POSITION TITLE: Transactional Attorney
REPORTS TO: Vice President and Deputy General Counsel
JOB CLASSIFICATION: Exempt / Full Time
LOCATION: LISC Headquarters Office, New York, NY

THE ORGANIZATION:

What We Do

With residents and partners, LISC forges resilient and inclusive communities of opportunity across America – great places to live, work, visit, do business and raise families.

Strategies We Pursue

Strengthen existing alliances while building new collaborations to increase our impact on the progress of people and places.

Develop leadership and the capacity of partners to advance our work together

Equip talent in underinvested communities with the skills and credentials to compete successfully for quality income and wealth opportunities.

Invest in businesses, housing and other community infrastructure to catalyze economic, health, safety and educational mobility for individuals and communities.

Drive local, regional, and national policy and system changes that foster broadly shared prosperity and well-being.

Over the last 38 years, LISC and its affiliates have invested approximately \$20 billion in businesses, affordable housing, health, educational mobility, community and recreational facilities, public safety, employment and other projects that help to revitalize and stabilize underinvested communities. These investments have leveraged more than \$50 billion in development activity and helped families and communities raise their standards of living. LISC investments impact the lives of nearly 7 million Americans.

Headquartered in New York City, LISC's reach spans the country from East coast to West coast in 31 markets with offices extending from Buffalo to San Francisco. Our rural programs make an impact in 44 states, and are supported by LISC's talented and dedicated workforce. Visit us at www.lisc.org

JOB OVERVIEW:

The attorney will join the LISC in-house legal department which is currently made up of nine attorneys and other professional and support staff. The department handles a diverse, interesting, and challenging workload relating to LISC's core finance business and its ongoing operations.

The attorney will work closely with the other department attorneys as well as with outside counsel on a range of financing transactions as well as ongoing corporate law issues.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following items are intended to illustrate the position's core responsibilities, however other duties may be required.

- Structure, draft, and negotiate agreements and contracts for LISC for its financing activities in the capital markets, including debt financing provided to LISC.
- Structure, draft, and negotiate loan documents for LISC for financing it originates throughout the country.
- Handle general corporate matters and perform legal research on legal issues that might impact LISC.
- Provide technical assistance to LISC's staff on various legal issues and matters.
- Execute such additional duties, special projects, and ongoing responsibilities as assigned by the General Counsel or Deputy General Counsel.

MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Bachelor's Degree from an accredited college or university.
- Minimum three years' experience in finance and general corporate legal representation.
- Experience representing borrowers and/or lenders in secured and unsecured transactions preferred.
- Familiarity with tax credit and other community development financing a plus.
- Strong interest in the community development field.
- Excellent written and oral communication skills.
- Good organizational abilities; strong work ethic; independent worker.
- Familiarity with typical office software such as Outlook, Word, etc.
- Comfortable working in a fast paced, high volume, fluid working environment, as well as a cooperative 'team' attitude.
- Licensed to practice law in New York State.

COMPENSATION

LISC offers a competitive salary and excellent benefits.

To apply, please send a cover letter and resume to: legaljobs@lisc.org.

**LISC IS AN EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO DIVERSITY AND INCLUSION**

