



## Position Description

**POSITION TITLE:** Assistant General Counsel – Government Contracting Attorney  
**REPORTS TO:** Deputy General Counsel  
**JOB CLASSIFICATION:** Full Time / Exempt  
**LOCATION:** 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

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.

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

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

Over the last 40 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. Headquartered in New York City, LISC's reach spans the country from East coast to West coast in 32 markets with offices extending from Buffalo to San Francisco. Visit us at [www.lisc.org](http://www.lisc.org).

### THE JOB:

LISC is seeking an attorney to join its in-house legal department, which currently consists of eight attorneys and other professional and support staff. The department handles a diverse, interesting, and challenging workload relating to LISC's core lending and government contracting businesses in order to enable LISC to implement its many programs that help communities rebuild and renew.

The attorney will work closely with the other department attorneys as well as with outside counsel on a range of government contracting matters as well as various other compliance matters and matters related to the implementation and fulfillment of government contracts.

## **Essential Duties And Responsibilities**

*The following are an indication of the position's core responsibilities; these are intended to illustrate the scope of responsibilities, and are not exclusive of other duties that may be required.*

- Review and negotiate government contracts; draft and negotiate supporting documents related to government contracts; analyze and interpret government regulations applicable to LISC programs.
- Provide advice and assistance to LISC staff related to the application for, receipt of, and expenditure of government funds.
- Provide administrative and legal oversight for various compliance areas, including LISC's government contract and loan agreement covenants, lobbying activities, maintaining LISC's 501(c)(3) tax-exempt status, and compliance with various federal, state, and local laws and regulations.
- Draft and negotiate various contracts for LISC, including event contracts, consultant contracts, vendor contracts, memoranda of understanding, and non-disclosure agreements.
- 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 required.
- Minimum four years' experience in government contracting, administrative law, or other relevant legal field.
- Experience with federal and state government contracting required.
- Familiarity with tax-exempt organization law and regulation a plus.
- Strong interest in the community development and impact investing fields.
- 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 first' attitude.
- Licensed to practice law in New York State.

## **Compensation**

LISC offers a competitive salary and excellent fringe benefits

To apply, please send a cover letter and resume via email to: [legaljobs@lisc.org](mailto:legaljobs@lisc.org)

**We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.**

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