



LOCAL INITIATIVES SUPPORT CORPORATION
Position Description

POSITION TITLE: Government Contracting 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 issues from government contracting and general contracting to compliance.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

- Government Contracts – Reviewing and negotiating government contracts, drafting, and reviewing documents related to the expenditure of government funds and other matters related to the application for, receipt of, and expenditure of government funds.
- Compliance – 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.
- General Contracting – Review and negotiate various contracts for LISC, including event contracts, consultant contracts, vendor contracts, memoranda of understanding, and non-disclosure agreements.
- Special Projects – Such other special projects and ongoing responsibilities as are assigned by the General Counsel or Deputy General Counsel.
- Perform additional duties, as assigned.

MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Bachelor's degree from an accredited college or university.
- Minimum three years' experience in government contracting, administrative law, or other relevant legal field.
- Experience with federal-level government contracting preferred.
- Experience with a range of general contracting matters (consultant contracts, vendor contracts, etc.)
- Familiarity with tax-exempt organization law and regulation 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**