



## Position Description

**POSITION TITLE:** Assistant General Counsel – Transactional 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 financing transactions as well as various other commercial transactions.

## **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.*

- Structure, draft, and negotiate loan documents for LISC, as lender, for the loans, lines of credit, guarantees, and other credit facilities that LISC originates throughout the country.
- Structure, draft, and negotiate agreements and related documentation for LISC for its capital raising activities, including debt financing provided to LISC.
- 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 required.
- Minimum four years' experience in finance and general commercial transactions.
- Experience representing national lenders in secured and unsecured loans required, including familiarity with perfecting interests in all types of collateral; familiarity with real estate-secured lending a plus.
- Familiarity with workouts, foreclosures of real property, bankruptcy, and related litigation a plus.
- Familiarity with LIHTC, NMTC, HOME, and other similar federal and state programs and other community development financing 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; demonstrated ability to provide legal services in a manner that aligns with LISC's commitment across its programs to providing technical assistance to local partners a plus.
- 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**