

LOCAL INITIATIVES SUPPORT CORPORATION
LISC

Position Description

POSITION TITLE: General Counsel
DEPARTMENT: Legal Department
LOCATION: LISC Headquarters, 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 invests in every state in the country with offices in 31 urban markets from Buffalo to San Francisco. Our rural programs make an impact in 44 states, and are supported by LISC's talented and dedicated workforce. 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 General Counsel is a member of the executive team with responsibility for the legal affairs of the company, managing the legal department and oversight over outside counsel, assessing and managing the legal risks facing the company in coordination with the CFO, and performing myriad direct legal tasks related to structuring, implementing and carrying out LISC's programmatic and lending activities.

The General Counsel role includes general oversight and leadership of LISC's 11 member in-house legal department. The department, located at LISC's headquarters, is a combination of an in house full service law firm combined with myriad operational and administrative responsibilities. We negotiate/document/close loans to and by LISC; advise management and others throughout the company on legal aspects of creating programs and funding transactions; help create loan and other funds; negotiate and structure government contracts; oversee regulatory compliance; negotiate and administer corporate insurance; coordinate state and local filings; negotiate and document office leases; assist with HR and many other matters. We also work with the CEO to craft the agenda for board and committee meetings, coordinate the preparation of materials for the meetings, and take minutes at the meetings. The General Counsel also plays an informal liaison role with LISC's affiliates - NMSC and NEF and LISC Small Business - on legal matters, board governance, etc.

In addition to responsibility for the day to day effective operations of the department and the work of outside counsel engaged on a range of matters, the General Counsel assists senior management, and local and national program staff, with structuring new programs and initiatives, coming up with creative solutions to the challenges facing the organization in achieving its goals. The General Counsel also works closely with the head of Human Resources on personnel matters, and with other departments, as needed, on compliance policies and procedures.

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.

- Serve as key legal advisor to the CEO and other members of senior management, as well as leaders of LISC's local and national programs, assisting them in helping to structure new programs and lines of business.
- Provide guidance and support to the Board of Directors to ensure effective oversight over the organization.
- Work in tandem with the Chief Financial Officer to assess the financial, legal and operational risks facing the organization and insure that appropriate policies, procedures and staffing is in place to address such risks.
- Be a 'hands-on' manager of the legal department, insuring effective, efficient and high quality work in all areas.

- Work closely with the legal representatives and leadership of LISC affiliates (NEF, NMSC and LISC Small Business) to insure coordinated legal work and to insure that the work of LISC and its affiliates is aligned with LISC's tax-exempt status.
- Directly provide legal services on myriad issues and projects on a day to day basis.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- A J.D. degree and admittance to the bar in New York State.
- A minimum of fifteen years' experience in real estate related lending and similar legal work involving the types of financing provided by LISC and its affiliates; familiarity with the Low Income Housing and the New Markets Tax Credit is a plus.
- A minimum of ten years' experience managing an in-house legal department or similar experience in a law firm or public agency.
- Deep familiarity with the legal issues affecting tax-exempt organizations.
- A passion for the work and mission of LISC.
- Lengthy experience as a member of a senior leadership team in the private, public or nonprofit sector.
- Track record as a strong manager with the proven capacity to lead, motivate, and evaluate team members.
- Actual experience-based knowledge of community development financing and community development work in general.
- Excellent organizational and communication skills; strong work ethic; independent worker; and a good sense of humor.
- Capacity to build internal and external teams and long-term relationships with co-workers and outside partners.

COMPENSATION

Compensation will be commensurate with experience and abilities, consistent with the scope of the job. Excellent fringe benefits are also provided.

PROCESS

Interviews will be scheduled during the next two months, with the selection to take place shortly thereafter. The new General Counsel will be expected to take office as soon as possible.

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

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