Position Description

POSITION TITLE: Assistant General Counsel – Transactional
REPORTS TO: 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 $24 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 38 markets with offices extending from Buffalo to San Francisco and in 2,400 rural counties across 49 states and Puerto Rico. Visit us at www.lisc.org.

THE JOB:

LISC is seeking an attorney to join its in-house legal department, which currently consists of fourteen attorneys and other support staff. The department handles a diverse, interesting, and challenging workload relating to LISC’s core lending and government contracting businesses 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 extends to support affordable housing and small businesses in underinvested communities across the country.
• Structure, draft, and negotiate fund agreements and related documentation in support of LISC’s impact investments supporting affordable housing and small businesses in underinvested communities across the country.
• Structure, draft, and negotiate agreements and related documentation for LISC in connection its capital raising activities, including debt financing and capital markets transactions, to enable LISC to finance its varied programs.
• 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 Counsels.

Minimum Qualifications

• Bachelor’s degree from an accredited college or university required; law degree from an accredited law school required.
• Minimum five(5) years’ experience in finance, private fund, or general commercial transactions.
• Experience representing lenders in secured and unsecured loans required, including familiarity with perfecting interests in all types of collateral, including real estate collateral.
• Understanding of workouts, foreclosures of real property, bankruptcy, and related litigation a plus.
• Expertise with LIHTC, NMTC, HOME, and other similar federal and state programs and other community development financing a plus.
• Familiarity with private fund formation, private fund operation, and private fund regulatory compliance 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.
• Fluency with office software such as MS Office Suite (Outlook, Word, etc.)
• Comfortable working in a fast paced, high volume, fluid working environment, as well as a cooperative ‘team first’ attitude.
• Ability to provide legal services in a thoughtful and constructive manner, which aligns with LISC’s commitment across its programs to provide technical assistance to local partners.
• Licensed to practice law in a jurisdiction located in the United States.

Compensation

LISC offers a competitive salary and excellent fringe benefits

To apply, please send a cover letter and resume via email with Assistant General Counsel – Transactional in subject line to: 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, EQUITY, INCLUSION AND JUSTICE