

District of Columbia Housing Finance Agency



Employment Opportunity

General Counsel, Office of General Counsel

The DC Housing Finance Agency was established in 1979 to stimulate and expand home ownership and rental housing opportunities in Washington, D.C. We accomplish our mission by primarily issuing mortgage revenue bonds. Through our Multifamily Lending and Neighborhood Investments business unit, we provide financing that lowers the cost of acquiring, constructing and rehabilitating rental housing and that facilitates the creation of low and moderately priced for-sale housing. Our financing tools are primarily funded through the issuance of taxable and tax exempt mortgage revenue bonds. Our Single Family Programs offer DC residents competitive products that help lower the homebuyer's cost of purchasing homes. We embrace our responsibility with conviction and pledge our best efforts to serve as the City's champion for renters and homeowner to act as the City's principal catalyst for affordable housing neighborhood investment.

The District of Columbia (DC) Housing Finance Agency (DCHFA) is seeking qualified candidates for the position of General Counsel in the Office of the General Counsel.

POSITION DESCRIPTION

The General Counsel acts in a fiduciary relationship to the Executive Director in overseeing the legal operations of the DC Housing Finance Agency. Specifically, the General Counsel provides legal advice on operational and programmatic activities of the Agency through drafting opinion and providing legal interpretation. Operational duties include oversight of the corporate governance, risk management, contract matters, and consulting with the Board of Director's legal counsel as needed. Programmatic duties include providing legal guidance in the development of the Agency's Single Family programs and participate in structuring the Agency's multifamily transactions (including credit enhancements) and the marketing of bonds being offered publicly or privately and ensuring the Agency's interests are fully protected.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Administer all legal matters for the Agency including, but not limited to, Multifamily closings, Single Family Housing programs, work associated with the issuance of taxable and tax-exempt bonds and other funding sources, litigation, including foreclosures, and legal aspects of corporate matters

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- Responsible for reviewing agreements between the Agency and its contractors, subcontractors, suppliers, vendors, grantees, and other third parties in connection with the administration of the Agency's housing programs and the general operations of the Agency
- Participate in preparation for Board meetings, including drafting resolutions and providing guidance regarding public meetings and presentations as needed.
- Provide guidance to the Executive Director and consult with Board of Director's counsel on all amendments to the Agency's statutes, regulations and procedural manuals and all other local and federal proposed and final laws, rules and regulations that relate to the Agency's and its operations.
- Coordinate and manage outside legal counsel engagements, including but not limited to Bond Counsel
- Draft, review or advise, as necessary, and approve for legal sufficiency all policy and program proposals, manuals, etc.
- Provide assistance in the structuring of Agency transactions, including Multifamily transactions
- Advise Multifamily staff regarding loan originations, structuring and closing
- Advise Asset Management division on loan servicing, troubled assets, foreclosure issues, and provide legal sufficiency approval of loan commitments
- Advise participating lenders regarding legal issues arising under the Agency's Single Family Loan Program Documents including loan origination, servicing agreements, and trust indentures
- Provide guidance to the Executive Director and Agency divisions with the development and creation of new products and programs
- Render final approving opinions regarding validity and due authorization of Agency actions
- Represent the Agency in litigation matters, as needed
- Provide management oversight of the Office of the General Counsel's staff
- Serve on the Senior Management Team and participated in organizational management, planning, policy development and implementation as needed
- Perform other duties as assigned

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KNOWLEDGE, SKILLS AND ABILITIES

- Juris Doctor Degree with admission to the District of Columbia Bar required
- 10+ plus years of legal experience in real estate law, administrative and/or corporate law
- Knowledge in corporate law, tax law, finance, community development, and Federal and District of Columbia Law
- Knowledge of affordable housing, Low Income Housing Tax Credits Tax Exempt Bond Programs and HUD Affordable Housing Programs and housing programs (including CDBG and HOME programs) highly preferred
- Litigation experience preferred
- Possess excellent skills in legal research and drafting and editing legal documents
- Excellent communication skills; written, oral and negotiation skills
- Supervisory experience required
- Must possess strong working knowledge of all aspects of Microsoft Office Suite, specifically Excel

The Agency offers an exciting work environment along with a competitive salary and benefits package. Qualified candidates should send a cover letter, resume, and salary requirements to the attention of the Human Resources Officer at hfajobs@dchfa.org or faxed to (202) 986-6736. District of Columbia residents will be given a residency preference in the application process. Please no phone calls.

The District of Columbia Housing Finance Agency is an Equal Opportunity Employer