



Employment Opportunity: GENERAL COUNSEL

Location: Boston, MA

Position Available: Late Spring/Early Summer

Application deadline: Open until filled

About POAH: Preservation of Affordable Housing, Inc. (POAH) is a highly entrepreneurial organization committed to community development and to preserving “at-risk” affordable rental housing. Now in its 17th year of operation, POAH is a vibrant and growing non-profit organization which currently owns and manages more than 9,000 affordable rental homes for families, seniors and people with disabilities in nine states and the District of Columbia. The consolidated POAH entities control over \$1.1 billion of assets and generate \$150 million of annual revenues.

Headquartered in Boston with additional offices in Chicago and Washington, D.C., POAH has national scope. The company believes that affordable, healthy homes provide the stable foundation on which individuals and communities can thrive. Its faithfulness to mission is carefully balanced with attention to the business bottom line. POAH serves its residents well while meeting the needs of its funders, partners, public agencies and other stakeholders.

About the opportunity: POAH is seeking an experienced General Counsel to work from its Boston office. This senior executive will be the organization’s principal legal strategist, and is responsible for guiding POAH’s legal affairs, ensuring legal compliance, and limiting risk exposure in a variety of internal and external matters. The General Counsel will advise and work closely with the CEO, board of directors, legal team, and senior leadership team.

Some of the General Counsel’s specific and essential tasks include:

- Structure and manage the Company’s internal legal function and staff;
- Develop and oversee corporate policies, procedures and programs and provide continuing counsel and guidance on legal matters and on legal implications of all matters;
- Serve as key legal advisor on all major business transactions;
- Manage external law firms providing representation to the company in transactional, business and litigation matters;
- Provide guidance and analysis of legal issues to the CEO and Board of Directors and manage the corporate governance of the company;
- Judge the merits of major court cases filed against or on behalf of the company, work with the appropriate executive(s) to define a strategic defense and approve settlements of disputes where warranted;

- Assume ultimate responsibility for ensuring that the company conducts its business in compliance with applicable laws and regulations; and
- Provide advice on legal aspects of the company's financing, including assessing and advising on current and future business structures and legal entities.

Required Education and Experience

- J.D. is required.
- Minimum of 15 years of experience in real estate law, including particular familiarity and expertise in the use of: Low Housing Income Tax Credits, tax exempt bonds, state and federal financing vehicles for affordable housing, HUD financing and grant programs, as well as other affordable housing finance tools.
- Knowledge of federal and state requirements applicable to 501(c)3 corporations, including relevant reporting requirements, governance matters, and constraints and protections applicable to non-profits interacting with other entities in the business and political forums.

Other Desired Attributes

Knowledge:

- Real estate ownership, investment and finance, preferably with significant exposure to the area of affordable housing;
- Structuring, negotiating and bringing acquisitions, restructurings and financing transactions to closure;
- Management of litigation relating to ownership and operations;
- Management of issues related to 501(c)3 corporations;
- Regulatory issues related to the affordable housing industry;
- Use of computers, including spreadsheet analysis;
- Ability to organize and manage many activities and demands occurring simultaneously.

Skills:

- Manage projects and tasks independently;
- Scrupulous attention to detail;
- Prepare written summaries and briefings of assigned tasks for internal and external dissemination;
- Superior verbal and written communications;
- Demonstrate a high degree of accuracy and initiative in work assignments;
- Independently manage simultaneous and competing activities and demands on time;
- Contribute positively to corporate culture and ability to work in teams;
- Remain organized and meet deadlines; and
- Maintain high levels of legal expertise and stay current on industry changes and trends.

Periodic flexible hours and overtime are required. Ability to travel is required. Salaries are competitive and commensurate with experience.

Interested individuals should send a resume with letter of application to jobs4@poah.org.

POAH is an equal opportunity employer dedicated to diversity in the workplace.