

## **RIHousing – Deputy General Counsel**

RIHousing is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

### **What it's all about:**

The position of Deputy General Counsel assists the General Counsel with respect to the general administration of the legal department and provides legal advice and services to RIHousing staff on a wide range of legal and policy issues. Under the direction of the General Counsel, the Deputy General Counsel is responsible for coordinating various activities of the Legal Department staff and outside counsel to ensure the efficient provision of quality legal advice and services to RIHousing.

### **What you'll do on a daily basis:**

- Assist the General Counsel in coordinating and supervising the activities of Senior Counsel(s), Assistant Counsel(s), and other regular or temporary department staff, as well as the activities of outside legal counsel; provide direct supervision to paralegals and legal externs/interns; manage law student externship/internship program, including recruitment, workflow planning, daily supervision, direct teaching and mentoring, delivery of feedback, and handling on-going bar/employment reference needs. Please note: RIHousing supervisors must work in the office while supervising new employees or interns.
- Provide expert legal advice, interpretation, and counsel to RIHousing division staff with respect to finance, human resources, real estate development, homeownership, loan servicing, intergovernmental relations and policy, state and federal rental programs, as well as general corporate and corporate governance matters.
- Exercising a high level of professional discretion, direct oversight, and responsibility for supporting one (1) of the four (4) business units and one (1) or more of the support units of RIHousing as assigned by the General Counsel.
- Responsible for management of and compliance with administrative procedures, regulatory requirements, public records, and open meetings matters; preparation of responses to document subpoenas and other information requests.
- Represent RIHousing and/or manage outside legal counsel in various litigation, administrative, and adversarial proceedings assigned by General Counsel.
- Responsible for attending Board of Commissioner meetings or committees of the Board to respond to procedural and legal issues and drafting, reviewing, and/or presenting corporate resolutions for consideration by the Board of Commissioners or committees of the Board.

- Responsible for independently drafting and/or reviewing requests for proposals (RFPs) and other agreements, forms, policies related to RIHousing programs and ensuring that all documents comply with applicable federal, state, and local laws, rules, and regulations.
- Negotiate, prepare, review, approve and interpret contracts, real estate and loan documents, and other legal instruments using independent judgment.
- Draft regulations and guidelines for the implementation of laws enforced by RIHousing.
- Represent the corporation in mediations, hearings, audits, or fact-finding discussions with representatives of other government agencies.
- Review proposed legislation to determine the impact on RIHousing activities and programs.
- Provide assistance with the management and presentation of training for legal department staff.
- Other duties and special projects as assigned by the General Counsel.

**What you'll bring to the team:**

This position is responsible for assisting the General Counsel in coordinating and supervising the legal functions of RIHousing. The position entails both legal and administrative functions. The Deputy General Counsel is responsible for providing substantive legal advice and services to RIHousing on a range of issues affecting the corporation; which include finance, real estate development, homeownership, loan servicing, intergovernmental relations and policy, state and federal rental programs, as well as general corporate and governance matters. Specifically, the position directs the corporation's performance relative to rulemaking matters, procurement, public records, and open meetings.

The position manages special projects assigned by the General Counsel, including but not limited to drafting and/or reviewing written correspondence, responses to audits/program reviews, reports, and other strategic communications. The Deputy General Counsel coordinates with compliance staff to ensure sound compliance practices across the corporation's business areas. In addition, the position assists the General Counsel in coordinating outside legal counsel with respect to the issuance of bonds, foreclosure and bankruptcy matters, single-family real estate closings, multifamily transactions, litigation, and other legal matters.

**What you'll need to succeed:**

- Minimum eight (8) years of experience as an attorney, either in a law firm, in-house, or government entity, with consideration given for exceptional academic or professional qualifications
- Juris Doctor degree from an ABA-accredited law school

- Admission to the Rhode Island Bar required
- Demonstrated knowledge in general legal principles and transactions
- Ability to analyze, research, and respond to complex issues in a multi-participant environment.
- Work must reflect mastery of the subject matter and professional-level writing abilities
- Strength in a broad set of legal skills such as contract drafting, project management, client counseling, and group presentations
- Excellent verbal and written communications skills, strong computer and organizational skills, and attention to detail
- Experience and/or training relative to managing professional staff
- Ability to work cooperatively and effectively with colleagues and supervisory staff at all levels
- Excellent negotiation skills and the ability to foster consensus
- Ability to manage multiple projects and work successfully in a fast-paced environment; significant creativity, ingenuity, judgment, foresight, and independent thinking to interpret statutes or documents in light of expressed or implied intentions.
- Desired qualifications: experience in real estate, administrative, tax, bond, corporate, banking/finance law, affordable housing finance and development, and/or federal rental subsidy and production programs.

**TO APPLY:** Please submit a resume and cover letter setting forth your relevant education and professional experience to: <https://rihousing.com/careers>. RIHousing values contributions to diversity, equity, and inclusion and recognizes the importance of recruiting and maintaining a workforce that is prepared to serve Rhode Island's diverse communities. Please include in your cover letter a concise statement describing how you would work to support diversity, equity, and inclusion efforts at RIHousing.

### **Why RIHousing:**

- Mission-Driven Organization
- Dedicated Workforce
- Competitive salary
- Parking Stipend
- Medical/Dental/Vision/Life Insurance
- Paid Time Off
- Retirement Options
- Flexible Work Hours
- If Position Eligible, Future Hybrid Work May Be Available
- Education Reimbursement
- Onsite Fitness Classes
- Volunteer Days
- Winner of "Best Places to Work" 2016, 2018, 2019, 2021
- Worksite Health Award 2013-2021

**RIHousing** strives to ensure that all people who live or work in Rhode Island can afford a healthy, attractive home that meets their needs. A good home provides the foundation upon which individuals and families thrive, children learn and grow, and communities prosper.

To achieve our mission, we:

- Offer fair, affordable, and innovative lending programs.
- Provide housing-related education to consumers and others.
- Promote and finance sensible development that builds healthy, vibrant communities.
- Provide housing grants and subsidies to Rhode Islanders with the greatest need.
- Team up with partners to improve everything we do.

**RIHousing** uses its resources to provide low-interest loans, grants, education, and assistance to help Rhode Islanders find, rent, buy, build, and keep a good home. Created by the General Assembly in 1973, RIHousing is a privately funded public purpose corporation. RIHousing requires its employees to be highly motivated and knowledgeable, have a sound understanding of the changing needs of Rhode Island's housing market, be willing to work within and toward a smoothly integrated operation, demonstrate a commitment to serve the people of Rhode Island, especially those with low and moderate incomes in need of safe and affordable homes, and possess a high level of integrity and deep respect for all Rhode Islanders, including customers, partners, and fellow employees.