

RIHousing – Senior Counsel

Salary Range - \$111,302.40-\$161,061.12

To apply for this position, visit [Work with RIHousing | RIHousing](#)

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 incumbent provides high-level legal advice and counsel and represents RIHousing in general corporate and administrative legal matters, specifically including legal issues pertaining to federal and state rental assistance programs, public and affordable housing programs, affordable housing asset management and compliance, communications/marketing, legislation affecting the agency and/or its lines of business, and statutory/regulatory compliance to minimize risk exposure to the agency.

What you'll do on a daily basis:

This position is responsible for providing substantive legal advice and services to RIHousing division staff on a broad range of issues affecting the agency, focusing on providing legal support for the agency's Leased Housing and Rental Services division. This division operates federal and state rental assistance programs, public housing, and other affordable housing programs (e.g., Project-Based Section 8, Housing Choice Voucher, Section 811, Family Self-Sufficiency, and the statewide Centralized Wait List). It carries out affordable housing contract management, asset management, and compliance activities. This position will provide legal support to other business areas operating various public and private support programs, such as the Continuum of Care and homeless assistance initiatives. This position will provide legal services in support of the agency's communications/marketing needs and with respect to legislation affecting the agency and/or its lines of business. This above may include providing advice and counsel on various legal subject matter areas, providing litigation support, performing statutory and regulatory research and interpretation, and assisting with compliance activities. Understanding, interpreting, and applying HUD and other federal regulations are core responsibilities of the job. The incumbent drafts and/or reviews a broad range of written materials, such as contracts, grant agreements, regulatory notices, affidavits and pleadings, legal correspondence, funding documents, loan documents, research materials, forms of advertising, monitoring reports, legislative reports, legislative language, and the like. At the Senior Counsel level, the incumbent exercises significant independent judgment.

Senior Counsel is relied upon to identify legal priorities for the Legal Department, execute transactions, and resolve legal matters largely self-directedly, exercising an advanced level of decision-making ability. The position also collaborates with the General Counsel and business units on developing and delivering training to support corporate compliance efforts. The incumbent coordinates the activities of outside counsel as necessary to ensure compliance with federal, state, and local regulations and to protect the interests of RIHousing. This may include

collaborating on litigation strategy, coordinating discovery, managing and negotiating resolutions or settlements as appropriate, working with insurance companies, reviewing legislation relating to agency lines of business, assisting with mediation activities, and reviewing invoices. This position collaborates with the Deputy General Counsel to ensure RIHousing fulfills certain corporate filings and administrative law responsibilities, including rulemaking activities, open meetings, and access to public information obligations. The incumbent also provides advice on other legal matters as may be assigned by the General Counsel or Deputy General Counsel.

What you'll bring to the team:

- Provide legal advice, interpretation, and counsel to RIHousing division staff concerning federal and state rental assistance programs, public and affordable housing programs, affordable housing asset management and compliance, communications/marketing, legislation affecting the agency and/or its lines of business, statutory/regulatory compliance as well as general corporate and governance matters.
- Exercising a high degree of professional discretion, provide legal support for one (1) or more of the four (4) major business units of RIHousing, namely the Leased Housing and Asset Management division, and two (2) or more of the support units of RIHousing (e.g., executive department, communications/marketing, intergovernmental relations), as assigned by the General Counsel or Deputy General Counsel.
- Represent RIHousing and/or manage outside legal counsel in various litigation, administrative, and adversarial proceedings, some of which will take place in person, as assigned by the General Counsel.
- Responsible for attending in-person meetings of the Board of Commissioners 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 legal documents, loan documents, customer correspondence, staff policies and handbooks, and other agreements, forms, policies, and documents related to RIHousing programs, and ensuring that all documents comply with applicable federal and state, and local laws, rules, and regulations.
- Prepare and file responses to public records requests, rulemaking notices, and rulemaking content.
- Negotiate, prepare, review, approve, interpret, and file contracts, agreements, and other legal instruments using independent judgment.
- Perform document review for commercial transactions and the procurement and purchasing process to ensure compliance with applicable laws, regulations, and policies.

- Represent the corporation in mediations, hearings, audits, meetings, or fact-finding discussions with representatives of business partners and/or other government agencies, some of which may take place in person.
- Perform other duties and special projects as may be assigned by the General Counsel or Deputy General Counsel.

What you'll need to succeed:

- Minimum five (5) years of experience as an attorney, either in a law firm, in-house, or government entity preferred, with consideration given for exceptional academic, internship, or clerkship performance or other relevant professional qualifications.
- Juris Doctor degree from an ABA-accredited law school; admission to the Rhode Island Bar required.
- Demonstrated knowledge of general legal principles and transactions.
- Ability to analyze, research, and respond to complex issues in a multi-participant environment.
- Experience representing housing authorities or other housing providers; knowledge of landlord-tenant law; knowledge of public housing programs; knowledge of fair housing, ADA, disability accommodation, and religious accommodation law; experience with insurance, litigation, compliance, and general corporate law matters; work product must reflect mastery of the subject matter and professional-level writing abilities; strength in a broad set of legal skills such as contract drafting, client counseling, and group presentations.
- Excellent verbal and written communication skills, strong computer and organizational skills, and attention to detail.
- Ability to work cooperatively and effectively with colleagues and supervisory staff at all levels in a hybrid setting.
- Excellent negotiation skills and ability to foster consensus among individuals with differing opinions and perspectives.
- Ability to manage multiple projects, establish priorities, and work successfully in a fast-paced environment.

Not sure you meet all qualifications? Let us decide!

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, 2022, 2023
- PBN’s Worksite Health Award 2013-2023

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.