

Attorney Advisor

[APPLY](#)

Job Summary

The District of Columbia leads the Washington, DC metropolitan region in affordable housing investments, and the D.C. Department of Housing and Community Development (DHCD) is the lead agency that administers programs and initiatives that deliver affordable housing to low- and moderate-income District households. DHCD's mission is to create and preserve affordable housing and revitalize under-served neighborhoods in the District of Columbia. This position is located in the DHCD Office of the General Counsel (OGC). OGC provides comprehensive legal services on a wide range of affordable housing development, finance and compliance issues for the programs administered by DHCD. These program areas include the Housing Production Trust Fund, the Housing Preservation Fund, the Low-Income Housing Tax Credit (LIHTC) program (DHCD is the District's tax credit allocating agency), U. S. Department of Housing and Urban Development housing and economic development assistance programs, Inclusionary Zoning, Tenant Opportunity to Purchase Act, District Opportunity to Purchase Act, rent control, homebuyer assistance, condominium structural warranty claims and loan portfolio and asset management.

OGC attorneys represent DHCD in affordable housing finance transactions and property acquisitions and dispositions. OGC attorneys advise the agency on legal issues pertaining to affordable housing policies, programs and initiatives. OGC attorneys review and draft an array of legal documents for the affordable housing and community development programs DHCD administers. OGC also makes determinations on applications for nonprofit affordable housing developer tax abatement, drafts legislation and rulemakings. DHCD seeks a legal professional with post-law school experience representing clients in affordable housing finance transactions to serve as an Attorney Advisor in the OGC. The Attorney Advisor will represent the DHCD lender in affordable housing finance transactions that involve multi-layered financing, LIHTCs, tax exempt bonds and subordinate soft debt. The Attorney Advisor will also represent DHCD in property acquisitions and dispositions. The Attorney Advisor will advise the agency on legal options for addressing loan non-compliance and other project compliance issues. The Attorney Advisor will draft and or review for legal sufficiency an array of documents, including loan documents, affordability covenants, acquisition and disposition agreements, memoranda of understanding, grant agreements, solicitations for project funding or development, agency administrative decisions and policies.

Duties and Responsibilities

The Attorney Advisor advises and represents the DHCD lender in affordable housing finance transactions providing sound legal advice and recommending appropriate options to achieve project goals; negotiates and drafts legally sufficient loan and other

transactional documents that are consistent with the project deal terms and timely produced to meet project deadlines; represents DHCD's interests in meetings with developers and other project financing partners; provides guidance to legal support staff on project closing due diligence requirements; manages project finance closings; advises and represents DHCD in acquisitions and dispositions of real property for development as affordable housing, negotiates and drafts purchase and sale agreements and ancillary documents; advises portfolio asset management division on matters relating to DHCD's loan portfolio and project compliance, to include refinancings, subordinations, defaults, workouts, foreclosures; drafts and conducts legal review of extensive range of documents including grant agreements, condominium structural warranty claims, solicitations for funding awards, memoranda of understanding and policies; advises client on legal issues affecting agency programs and policy by researching relevant sources and providing clear, well-reasoned analysis and advice; drafts new or amended legislation and regulations; and reviews and makes determinations on applications for nonprofit affordable housing developer tax abatement.

Qualifications and Education

Qualified applicants must have a law degree from an American Bar Association (ABA) accredited law school and have at least two (2) years full-time legal experience (3 years preferred), advising and representing clients in affordable housing finance, commercial real estate finance, real estate acquisition and disposition, economic development, foreclosures, regulatory compliance, legislative and regulatory drafting, or other relevant experience commensurate with the duties and responsibilities of the position.

Knowledge of tools used to create affordable housing, to include, affordability covenants, LIHTC, ground leasing, tax abatements and housing vouchers is desirable. Applicants must be skilled in interpreting and applying legal principles and must exercise sound judgment in providing advice.

Licenses and Certification

Must be an active member in good standing of the District of Columbia Bar or have the ability to waive in and be admitted within 360 days of appointment.

An appointee to the Legal Service position shall remain a member in good standing of the District of Columbia

Bar during his/her employment in the Legal Service.

Work Environment/Conditions

Work is performed in an office environment.

Other Significant Facts

Applicants must submit a legal writing sample in order to be considered for this position.

Tour of Duty: Monday – Friday 8:15 AM – 4:45 PM (Subject to change)

Pay Plan, Series, Grade: LA-0950-13

Promotion Potential: No Known Promotion Potential

Collective Bargaining Unit: This position is in AFGE Local 1403 collective bargaining unit.

Position Designation: This position has been deemed Security Sensitive under the guideline of the DC Personnel Manual. Incumbents of this position are subject to enhanced suitability screening pursuant to Chapter 4 of DC personnel regulations. Accordingly, incumbents must successfully pass a criminal background and consumer credit check as a condition of employment and will be subject to periodic criminal background checks for the duration of their tenure.

EEO Statement: The District of Columbia Government is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.