Primary Purpose of Position: Counsel provides legal services to MaineHousing to assist Maine people in obtaining and maintaining quality affordable housing and services suitable to their housing needs.

Education and Experience: JD degree and Maine Bar License or pending application to the Maine Bar and some real estate, commercial lending, affordable housing, public sector, or an appropriate combination of education and work experience preferred, but not required.

Core Functions:

- **Transactional Work**
  - Assist developers, investors, loan officers and other partners in closing complex transactions for affordable multifamily and supportive housing projects.
  - Prepare and negotiate closing documents, including, but not limited to, loan agreements, promissory notes, mortgages, security agreements, declarations of covenants and tax credit documents.
  - Review and negotiate other forms of security, including, but not limited to, purchase and sale agreements, construction and bonding agreements, conveyance documents, title insurance materials, surveys, and organizational documents.
  - Conduct closings and oversee post-closing issues.
  - Assist with ownership transfers, workouts, loan restructuring and refinancing.

- **Bond Work**
  - Work with the Treasurer and bond counsel to complete due diligence, prepare and negotiate bond sale documents and ensure regulatory compliance.

- **General Legal Work**
  - As legal issues arise, review correspondence and documents; research state and federal regulations; and consult with state and federal agencies.
  - Advise Director and staff on legal issues such as regulatory compliance, contract law, commercial law, litigation, and real estate law.
  - Draft and negotiate contracts and other documents.

Skills and Knowledge:

- Excellent organizational, prioritization and time-management skills.
- Experience communicating effectively in front of groups and the ability to establish and maintain good working relationships with staff and business partners.
- Demonstrated leadership with a high level of ingenuity, creativity, judgment, and problem solving skills.
- Strong computer skills using various software
- Ability to take initiative, work independently, and utilize creative and analytical skills to resolve issues.
Working Conditions: Fast paced environment with multiple priorities, interruptions and deadlines. MaineHousing office hours are Monday – Friday from 8:00am to 5:00pm. A hybrid schedule that includes some telework is available.

Reports To: Chief Counsel

Band D: The salary range for this position is $76,320 - $118,297, plus a comprehensive benefits package, including, but not limited to, health, dental and vision, retirement options with employer match, life insurance, short and long-term disability, employee assistance, generous earned time and all major federal holidays.

**Position may remain open until a suitable candidate is found**

This position description is not a complete list of duties or responsibilities of this role, nor is it an employment contract. This is an “at-will” position.

Date last revised: July 2023