



## **STAFF ATTORNEY**

**Preservation of Affordable Housing, Inc. (POAH)**

**Location: Boston, MA**

**Application Deadline: Open until filled**

**Position Available: Immediately**

**About the Organization:** Preservation of Affordable Housing, Inc. (POAH) is a national nonprofit organization whose mission is to preserve, create and sustain affordable, healthy homes that support economic security, racial equity and access to opportunity for all. POAH owns and operates more than 12,000 affordable homes at more than 120 properties in 11 states and the District of Columbia. POAH is based in Boston with offices in Chicago and Washington, DC.

POAH's reach is national in scope, and its pursuit of the preservation mission is empowered by a focus on the business bottom line. Its strong reputation is the result of a demonstrated ability to craft complex financial transactions, tackle tough multi-family projects, and close deals that preserve the affordability of at-risk properties. The organization and its leaders are at the forefront of policy and legislative discussions around housing preservation, affordable housing finance and regulatory reform, including energy efficiency in the multifamily sector.

The POAH team is dedicated, creative and passionate. We believe a diverse and inclusive team is a stronger, smarter team, and we actively promote diversity and meaningful inclusion of different perspectives among our board, our staff, our partners, in our procurement of goods and services, and at our communities. We understand that addressing structural racism and achieving racial equity are central to the work we do and we proactively integrate the issue of race in our housing work.

**About the Opportunity:** POAH is seeking a Boston-based team member to join its in-house Legal Department. POAH's Legal Department manages all aspects of POAH's corporate and transactional legal work. The Staff Attorney will assist POAH's General Counsel and Deputy General Counsel and support POAH's Paralegal with all aspects of the department's work, including project legal work and corporate legal services. This position provides an exciting opportunity to participate in all aspects of POAH's work including acquisitions, development, ownership and operations, and corporate governance. POAH fosters an environment that values individual professional growth within the framework of a supportive, team-based approach.

Some of the Staff Attorney's specific and essential tasks include:

- Provide advice to POAH staff across all departments and affiliates, covering a variety of areas relating to acquisition, rehabilitation and construction, ownership and management of affordable multifamily rental housing;

- Drafting and reviewing a wide variety of contracts, including design and construction contracts and purchase and sale agreements;
- Assist with legal aspects of POAH's financing, including advising on business structures and legal entities;
- Support the General Counsel and Deputy General Counsel relative to a wide variety of corporate and other matters ranging from daily operations to issues of governance and public policy; and
- Assist in supervising the Paralegal and, from time to time, interns and clerks.

#### **Education, Experience & Knowledge**

- Excellent academic credentials. J.D. required;
- 2-4 years experience as a practicing attorney preferred; and
- Experience with affordable housing, real estate law, contracts and/or general corporate law preferred.

#### **Skills & Abilities**

- Ability to analyze and solve legal problems;
- Excellent writing and communication skills;
- Ability to manage and effectively prioritize simultaneous and competing activities and demands;
- Innovative and creative thinker and problem solver;
- Organized, detail-oriented and able to meet deadlines;
- Strong computer literacy; and
- Contribute positively to a diverse corporate culture.

Salaries are competitive and commensurate with experience. Benefits include health, dental, vision, life and disability insurances, generous paid time off and 401k with company match.

Click here to apply: <http://tiny.cc/StaffAttorney>

Applicants must include cover letter and resume.

***POAH is an Equal Opportunity Employer committed to diversity in the workforce.***