



Massachusetts Housing Finance Agency
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GENERAL COUNSEL

Since its inception in 1966, MassHousing has supported affordable home ownership and rental housing opportunities throughout Massachusetts. The Agency has provided more than \$22 billion for affordable housing in that time. Currently, MassHousing is seeking a seasoned leader for the position of General Counsel to continue the Agency's storied history of affordable housing funding.

MassHousing seeks a creative, mission-oriented General Counsel to join its energetic, dynamic executive team. Reporting directly to the Executive Director, the General Counsel is a key strategic advisor to the Board of Directors as they oversee an affordable housing lending agency with over \$5.4 billion in assets. S/He works closely with every member of the executive team on every aspect of the Agency's business including governance and operations, development of financing products, transaction structuring, and compliance with the Conflict of Interest statute. S/He provides leadership and support to a staff of 11 attorneys and paralegals and relies on outside counsel as needed. The General Counsel is ultimately responsible for all legal matters facing the Agency and specific duties include the following:

- Policy and Strategic Advice
 - Serving as a thought partner with the Executive Director, Board and executive team members to identify strategic opportunities to meet the Agency's mission.
 - Engaging with the Executive Director to analyze data, trends, legal and regulatory frameworks to design and implement innovative approaches.
 - Keeping abreast of changing legislation on the state and federal levels that have impact on MassHousing's business model.
- Corporate Governance
 - Serving as the Agency's Secretary and the Record Access Officer for purposes of the Commonwealth's Public Records Law. Attending all Board and Board Committee meetings.

- Providing counsel to Agency Board members regarding various laws applicable to their service, including issues related to their service.
- Ensuring that meetings adhere to the Massachusetts Public Meeting laws.
- Acting as Ethics Officer for the Board of Directors and Agency staff.
- Operations and Programmatic Planning
 - Providing prompt, practical legal advice to the Agency's various business lines to facilitate, improve and strengthen operational decision-making through integration of legal analysis as part of overall business development process.
 - Leading negotiations with other public and private entities regarding contracts, mortgage and bond agreements.
 - Overseeing all aspects of litigation including developing strategy, assigning work to and supervising outside counsel to assist in preparation of pleadings, legal research, court appearances and settlements.
- Management
 - Functioning as a mentor, coach, and advisor to staff at all levels within the legal department.
 - Proactively addressing performance issues with legal department staff using appropriate progressive discipline practices.

Qualifications:

Graduate (J.D.) of accredited law school and admitted to practice in Massachusetts. Minimum ten years of experience as an attorney with three years administrative supervisory experience, litigation experience helpful. Knowledge of real estate development issues, including bond financing, syndication, and tax laws. Essential skills include ability to produce strong written product quickly, communicate effectively and negotiate complex matters. Proven ability to maintain composure and confidence in the midst of uncertainty. Demonstrable service as a leader with a passion for developing others. Skilled collaborator with business/divisional leaders, executive team members, and administrative staff.

All positions at MassHousing require a customer service mindset, in accordance with our values: Integrity, Excellence, Collaboration, Respect, Accountability and Service.

MassHousing offers competitive compensation as well as an attractive benefits package. Serious candidates should send a letter of interest and a resume to Human Resources, MassHousing, One Beacon Street, Boston, MA 02108, or faxed to 617.624.9494, or emailed to jobs@masshousing.com. Please share in your cover letter how or from whom you heard about this career opportunity.

MassHousing is an Equal Opportunity Employer.