



*The Community Builders, Inc.*

## DEPUTY GENERAL COUNSEL

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The Community Builders, Inc. (TCB), the nation's largest nonprofit urban housing developer, is actively recruiting a Deputy General Counsel.

TCB is one of the largest and most accomplished non-profit developers in the United States. In the last 45 years, it has completed or preserved over 25,000 units of affordable, mixed-income housing and generated over \$2.4 billion in development activity. The mission of The Community Builders, Inc. is to build strong communities where people of all incomes can achieve their full potential. We do this by developing, financing, and operating high-quality affordable, mixed-income housing, by coordinating access to support services, and by planning and implementing other community and economic initiatives critical to the communities we serve. We specialize in large-scale public and assisted housing redevelopment projects, transforming distressed housing projects into anchors for multifaceted revitalization efforts. With over 400 employees at three regional hubs and over 40 project sites, TCB also provides development consulting, legal counsel, asset management, and property management services throughout the Northeast, Midwest, and Mid-Atlantic states. In the aggregate, nearly 16,000 individuals benefit from our attractive, high-quality, supported housing.

TCB's General Counsel's office, based in Boston, manages all aspects of TCB's corporate and transactional legal work. Our department currently consists of five attorneys, one legal assistant, two administrative staff and, from time to time, student interns or clerks. We provide or engage transactional counsel with respect to complex development and preservation transactions, form and maintain in excess of 125 affiliated entities, provide or manage all corporate legal services, and provide counsel on legislative and policy matters in connection with business development activities.

The Deputy General Counsel will assist the General Counsel in the administration of the legal department, will assume primary responsibility for certain aspects of corporate legal services, and will assist in the transactional practice of the department. Specific responsibilities of the Deputy General Counsel are expected to include, without limitation, some or all of the following:

- Department Administration. Assistance to the General Counsel in managing the Legal Department, including setting quality and service standards, arranging appropriate training, developing form documents, managing the department's budget, billing, collections and vendors, and managing staffing assignments and workloads.
- Corporate Representation. Oversight of corporate formation and maintenance; counsel regarding TCB's tax exempt status; preparation and implementation of corporate governance and compliance policies; drafting, review and negotiation of contracts; and development and implementation of compliance and risk management systems and policies.

- Litigation. Tracking and representation in connection with litigation, defaults and compliance matters, employment matters, fair housing and other occupancy related matters, including engagement and management of outside counsel where appropriate.
- Grantee Legal Services. Provision and oversight of legal services related to TCB's Neighborhood Legal Services Program 2 grant, including due diligence, documentation and closing of loan transactions on behalf of lender, development and maintenance of internal controls and legal counsel with respect to program requirements.
- Legal Services to Development Projects and Operating Entities. Assistance representing TCB and/or affiliates in the acquisition, development, construction, finance, operation, compliance and disposition of complex affordable and mixed income residential properties.

### **Minimum Qualifications**

1. At least 10 years experience as a practicing corporate and/or transactional attorney, with demonstrated ability to manage complex transactions or projects;
2. Demonstrated ability to be effective and exercise influence in a complex organization, and to exercise excellent legal and business judgment in challenging situations;
3. Experience training and supervising legal staff, managing budgets and creating and implementing policies or procedures in complex organizations;
4. Collaborative and respectful management style; and
5. Superior academic credentials and excellent analytical, writing and communication skills.

Experience with real estate or construction, affordable housing and community development finance, nonprofit organizations, or general corporate and employment law will be valued.

The successful candidate will work in TCB's Boston office and will report to the company's General Counsel. Salary is commensurate with the highly professional but nonprofit nature of the organization. All applicants should send their resume and cover letter by mail or email to Ms. Myra Carmona, The Community Builders, Inc., 95 Berkeley Street, Boston, Massachusetts 02116, [mcarmona@tcbinc.org](mailto:mcarmona@tcbinc.org).

**THE COMMUNITY BUILDERS IS COMMITTED TO ENSURING DIVERSITY IN ITS WORKPLACE, AND CANDIDATES FROM DIVERSE BACKGROUNDS ARE STRONGLY ENCOURAGED TO APPLY.**