



## BroadView Talent Partners

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### Position Description

For the Role of

### General Counsel



May/June 2021

## POSITION DESCRIPTION

<b>Title:</b>	General Counsel
<b>Organization:</b>	Rhode Island Housing
<b>Reports to:</b>	Executive Director, with a client relationship with the Board of Commissioners
<b>Direct Reports:</b>	Deputy General Counsel and two Senior Counsels
<b>Employee Count:</b>	222
<b>Location:</b>	Providence, Rhode Island
<b>Website:</b>	<a href="https://www.rihousing.com/">https://www.rihousing.com/</a>

## THE ORGANIZATION

*RIHousing is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*

**RIHousing** strives to ensure that all people who live or work in Rhode Island can afford a healthy, attractive home that meets their needs. A good home provides the foundation upon which individuals and families thrive, children learn and grow, and communities prosper.

To achieve our mission, we:

- Offer competitive and innovative single-family and multi-family lending programs.
- Provide housing-related education to consumers and others.
- Finance development that builds healthy, vibrant communities.
- Invest housing grants and subsidies to Rhode Islanders with the greatest need.

RIHousing uses its resources to provide low-interest loans and grants to help Rhode Islanders find, rent, buy, build and keep a good home. Created by the General Assembly in 1973, RIHousing is a privately funded public purpose corporation.

RIHousing requires its employees to be highly motivated and knowledgeable, have a sound understanding of the changing needs of Rhode Island's housing market, be willing to work within and toward a smoothly integrated operation, demonstrate a commitment to serve the people of Rhode Island, especially those with low and moderate incomes in need of safe and affordable homes,

and possess a high level of integrity and a deep respect for all Rhode Islanders, including customers, partners and fellow employees.

**In 2019,**  
RIHousing invested **\$708M** into Rhode Island's economy

**\$382M**  
in mortgages and assistance to homebuyers

**\$145M**  
in financing to construct or rehabilitate  
**1,149 apartments**

**\$192M**  
in rental assistance to **17,200 households**

## POSITION SUMMARY

This key leadership position serves as the Chief Legal Officer for RIHousing. This position is responsible for the general administration and management of the RIHousing legal department. This position will oversee all legal functions for RIHousing and manage the agency's in-house legal staff and outside legal counsel. This position will be responsible for setting the direction and future of the legal department, and providing legal advice, counsel, and representation to RIHousing. The position is a member of the Senior Executive Team; reports administratively to the Executive Director, with a client relationship with the Board of Commissioners.

## JOB FUNCTIONS:

This leadership position is responsible for the coordination, administration and supervision of the legal functions for RIHousing. The incumbent will serve as a member of the Senior Executive Team, provide insight and assistance with the implementation of RIHousing's strategic initiatives and maintain strong interdepartmental working relationships. The incumbent is responsible for providing substantive legal advice and services to RIHousing on a broad range of issues affecting the agency, including finance, real estate and development, homeownership, loan servicing, intergovernmental relations and policy, state and federal rental programs, human resources, as well as general corporate and corporate governance matters. The position entails legal, administrative and policy functions. The incumbent will serve as the Assistant Secretary of the agency, with primary responsibilities which shall include preparing and

authenticating corporate resolutions, advising the Board of Commissioners on legal matters, and additional duties as determined by the Board of Commissioners. The incumbent will also serve as Ethics Officer for the agency, with primary responsibility for ensuring the integrity of the agency and fostering an awareness of ethics laws and obligations. The incumbent will work closely with the Chief Operating Officer to develop and implement a formal compliance program for the agency, which will ensure RIHousing's ongoing compliance with applicable federal, state, and local laws and regulations. The responsibilities of this position are essential to preventing and minimizing RIHousing risk exposure. The position will lead the development and implementation of legal matters that support RIHousing's mission, vision, strategic objectives and core values. The incumbent must exhibit a strong customer focus when communicating with all internal and external customers. Additionally, the incumbent is responsible for fostering and cultivating a high performing team that supports RIHousing's goals and values.

### REQUIRED KNOWLEDGE, SKILLS & ABILITIES: ("MUST HAVES"):

- Minimum ten years of legal experience in real estate finance, housing or related field and preferred background in municipal bond financing and/or mortgage-backed securities
- Minimum ten years of experience in legal counsel and a proven record for successfully managing and developing professional employees
- Extensive knowledge and proven expertise in the relevant legal areas, including tax exempt and taxable debt issuance and mortgage-backed securities, low-income housing tax credits, real estate / commercial lending / housing law, information security and employment matters
- Broad knowledge of federal housing programs, laws and regulations preferred
- Proven understanding of general financial management principles, including experience in managing a budget

### ESSENTIAL DUTIES & ACCOUNTABILITIES:

- Lead and manage the legal functions of RIHousing. Coordinate and supervise the activities of the Deputy General Counsel and Senior Counsel(s), legal externs/interns and other regular or temporary department staff, as well as the activities of outside legal counsel.
- Provide substantive legal advice, interpretation, and counsel to RIHousing Senior Staff with respect to finance, human resources, real estate and development, homeownership, loan servicing, intergovernmental relations and policy, state and federal rental programs, public records, procurement, privacy, as well as general corporate and corporate governance matters.

- Provide advice to the Board of Commissioners, Executive Director and Senior Staff in all legal matters relating to the administration and operations of RIHousing, including debt financing and housing tax credits, and render opinions when needed.
- Regularly attend meetings of the Board of Commissioners and other committees to provide legal analysis and advice on pending matters, and prepare, review and present corporate resolutions for consideration by the Board of Commissioners.
- Provide guidance to RIHousing's Commissioners, officers and employees in the interpretation and implementation of ethics laws and serve as a resource on ethics questions.
- Monitor and ensure RIHousing's ongoing compliance with applicable federal, state, and local laws and regulations.
- Provide legal analysis and opinions on laws, issues and proposed legislation relevant to RIHousing and its programs and activities.
- Provide guidance in developing new programs and initiatives, and the creation of relevant form documents.
- Provide representation for RIHousing in state and federal courts and before administrative agencies and oversee outside counsel involving labor and employment, real estate and loan transactions, public entity, and regulatory matters.
- Responsible for reviewing and drafting agreements, forms, policies related to RIHousing programs and ensuring that all documents comply with applicable federal, state, and local laws, rules, and regulations.
- Negotiate, prepare, review, approve and interpret contracts, real estate and loan documents and other legal instruments.
- Draft regulations and guidelines for the implementation of laws enforced by RIHousing.
- Responsible for the preparation and administration of the budget and overseeing the resources of the legal department within agency parameters.
- Responsible for the professional development and management of legal department staff.
- Other duties and special projects as assigned by the Executive Director.

## OTHER DESIRED SKILLS AND ABILITIES:

- Ability to think strategically with a visionary focus on future growth and stability
- Strong analytical/problem solving skills, including process analysis and improvement
- Strong ethical decision-making skills
- Proven leadership skills that are collaborative in setting a clear direction and supportive environment to ensure that goals and objectives are met while inspiring outstanding performance

- Complex problem-solving skills using a high level of creativity and ingenuity to drive the agency's operations while understanding and advising on the varying degrees of risk
- Skill in effective listening, communication, and presentation skills where all messages from and to diverse audiences can be heard and/or articulated in layman terms that inspire a high level of confidence

## MEASURES OF FIRST YEAR SUCCESS:

- **Prioritize key relationships**
  - Exhibit the ability to grow, develop and maintain key internal relationships
- **Develop a Vision for the Legal Department**
  - Assess the legal department and develop a vision, which should include a plan to inspire the legal team while leveraging the skills of every team member
- **Reinforce Commitment to Compliance**
  - Given the significant allocation to RI Housing of federal COVID-19 relief funds to roll out rental and homeowner assistance programs, attention to compliance and ongoing monitoring is extremely important
- **Corporate Governance**
  - Effectively manage the conduct of all Board of Commissioners meetings, notice requirements and associated Committee business in accordance with RI Public Meeting statutes. Work with the Executive Director and Senior Staff to transition from virtual to in-person meetings and ensure compliance with applicable statutes and Executive Orders
- **Staff and Workload**
  - Work with existing staff to analyze the distribution of work and the effectiveness of existing processes
  - Analyze the use of outside counsel to determine most effective roles of available firms
  - Coordinate with Division Directors to ensure continued effective collaboration and/or streamline existing workflows

## EDUCATION:

- Juris Doctorate (JD) required from an ABA accredited law school
- Admission to the Rhode Island Bar required
- Degree or course work in housing, real estate, finance, public finance or related fields highly desirable

## COMPENSATION:

RIH offers a competitive salary commensurate with experience, as well as excellent benefits and perks including but not limited to:

- **Health**
- **Dental**
- **Life, Short and Long-Term Disability Insurance**
- **403(b) Retirement Plan**
- **Generous paid time off program**



*Providence combines the friendliness of a small town with the culture and sophistication of a big city. The city has undergone a dramatic transformation over the past 50 years and has a thriving arts community, vibrant and diverse*



***neighborhoods, fantastic hotels, a renowned restaurant scene and tons of things to do. Small city, huge impact!***

## Candidate Inquiries

RI Housing has retained BroadView Talent Partners to lead this search. "***Interested and Qualified***" candidates should contact:

Mr. Tracy McMillan  
CEO & Managing Partner  
BroadView Talent Partners  
(484) 994-9270  
[tracymac@broadviewtalent.com](mailto:tracymac@broadviewtalent.com)

## About BroadView Talent Partners

Executives in affordable housing, nonprofit, and middle market organizations retain BroadView Talent Partners to fill senior leadership team positions because they value our specialized knowledge and proven process for identifying executive talent using our unmatched national network, commitment to diversity, equity, and inclusion (DEI), and record of long-tenured placements.