



NOAH
National Organization of
African Americans in Housing

The Advocate for *All* People of Color

Website Advertising Submission Form

Solicitation Source: The District of Columbia Housing Finance Agency (DC HFA)

Solicitation Type: Job Vacancy

Solicitation Name: ASSOCIATE GENERAL COUNSEL

Solicitation Description:

The District of Columbia Housing Finance Agency (DCHFA) is seeking qualified candidates for the position of Associate General Counsel. A nationally recognized housing finance agency, DCHFA has \$1.3 billion in outstanding mortgage revenue bonds and comparable mortgage-backed securities, mortgage loan and investment portfolio.

Assist legal department in structuring traditional an innovative single-family and multi-family housing revenue bond transactions.

REQUIRED EXPERIENCE AND TRAINING:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Draft and review loan documents.
- Obtain required local and federal government approvals.
- Assist in drafting manuals to ensure that properties are operated and maintained in compliance with transactional documents as well as with local and federal laws and HUD guidelines.
- Conduct legal research and prepare legal memoranda as requested.
- Ensure compliance with federal labor laws on behalf of the legal department.
- Draft legislation related to the Agency's authority.
- Prepare requests for proposals and advertisements to ensure compliance with internal procurement guidelines and local law.
- Perform similar in-house counsel duties as requested by the Executive Director, the General Counsel and the Director of Asset Management and Compliance.
- Transcribe Executive Session minutes for Board of Directors meetings.
- Review Public Session minutes for Board of Directors meetings that are received from stenographer.
- Review incoming multifamily (MF) applications on behalf of the legal department as requested by the General Counsel.
- Prepare and transmit all notices to Advisory Neighborhood Commissioners and DC Register for all multifamily bond transactions



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- Prepare notices to City Council of Board's approval of all Eligibility Resolutions.
- Conduct TEFRA Hearings for all bond transactions (both MF and single family).
- Obtain Mayor's Approval for all bond transactions.
- Notify Mayor and City Council of the Agency's intent to adopt Final Bond Resolutions for all bond transactions.
- Draft handbooks and manuals as necessary to help guide compliance with bond documents, federal laws and regulations, and Agency policies and procedures.
- Assist in executing bond and/or loan transactions.
- Performs related work as required.

Solicitation Terms: Juris Doctor Degree is required, with admission to the District of Columbia Bar. Legal experience in housing or tax exempt bonds, real estate, finance, local or federal housing programs (including LIHTC, CDBG and HOME), tax and administrative law, contracts and/or litigation is preferred.

A resume with salary history and cover letter must be submitted by June 4, 2010 to the attention of:

Fran D. Makle

DC Housing Finance Agency
815 Florida Avenue, NW
Washington, DC 20001

hfajobs@dchfa.org

Fax: 202-986-6736

DCHFA is an Equal Opportunity Employer