



District of Columbia Housing Finance Agency
815 Florida Avenue, NW Washington, D.C. 20001-3017
202-777-1600 www.dchfa.org

Employment Opportunity

ASSOCIATE GENERAL COUNSEL

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.

POSITION SUMMARY:

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

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(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
- Prepare notices to City Council of Board's approval of all Eligibility Resolutions.

The District of Columbia Housing Finance Agency was established in 1979 to stimulate and expand homeownership and rental housing opportunities in Washington, D.C. We accomplish our mission by issuing mortgage revenue bonds that lower the homebuyer's cost of purchasing and rehabilitating a home and the developer's costs of acquiring, constructing and rehabilitating rental housing. We embrace our responsibility with conviction and pledge our best efforts to serve as the city's champion for homeowners and renters and to act as the city's principal catalyst for neighborhood investment.



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- 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.

REQUIRED EXPERIENCE AND TRAINING:

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

The position is open until filled. DCHFA is an Equal Opportunity Employer

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