

**BOULDER HOUSING PARTNERS  
POSITION DESCRIPTION**

DATE: 5-2017

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**POSITION TITLE:** General In-House Counsel

**STATUS:** Part-Time, Exempt

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**DEPARTMENT:** Legal

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**OVERALL JOB OBJECTIVE:**

Under the direction of the Executive Director, the In-house General Counsel will provide a variety of skills and a willingness to think creatively and go beyond traditional development solutions in an effort to provide high quality permanent affordable housing. The General Counsel will have responsibilities in the following core areas:

- (1) General/Business Legal
  - (2) Real Estate and Affordable Housing Legal
  - (3) Real Estate Acquisition and Development
  - (4) Housing Advocacy
  - (5) Public Sector Employment Law
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**DUTIES AND RESPONSIBILITIES:**

The General Counsel will have the following Essential Duties:

1. Communicate legal issues and solutions in laymen's terms to [BHP] staff and partners.
2. Develop and maintain template documents and assist [BHP] staff in preparing legal documents for loans, grants and related compliance. Advise on related legal matters.
3. Participate in development of corporate policy positions and advise on legal and policy implications of business activities.
4. Advise [BHP] departments with respect to legal issues related to the development and implementation of governance and compliance policies, exempt organizations law, corporate structure and organizing documents, real estate transactions, property management and other issues as needed. Play a key role in a range of risk management activities.
5. Supervise and coordinate the activities of outside legal counsel retained by [BHP]; including bond counsel, finance and loan attorneys, and contract and document preparation providers.
6. Draft contracts and agreements. Review contract-related materials for legal form.
7. Provide the legal support necessary for the documentation and closing of various real estate transactions including the drafting of ground leases and, the purchase and sale of individual homes, undeveloped lots and developed multi-family properties.
8. Review local jurisdiction land planning and building codes for creative solutions to expanding affordable housing, i.e. inclusionary zoning laws.
9. Draft corporate resolutions for Board approval.
10. Review routine vendor contracts, MOU's, etc. and advise on appropriate language to protect interest of BHP.

11. Provide legal counsel related to Public Sector Employment law matters

\*\* Performs other tasks as may be assigned by the Executive Director.

**Time Management.** Meet professional obligations through efficient work habits such as meeting deadlines, honoring schedules, coordinating resources, and meetings in an effective and timely manner and demonstrating respect for others. Organize and establish priorities for work and effectively implement those priorities.

**Service Objective.** Contribute to the BHP mission and adhere to the principles of an organization of character, namely: responsibility, compassion, self-discipline, and honesty.

**Supervision.** This position does not supervise.

**CHAIN OF SUPERVISION:**

(1) **TITLE OF IMMEDIATE SUPERVISOR:** Executive Director

(2) **TITLE(S) OF POSITIONS OVER WHICH THIS POSITION HAS DIRECT SUPERVISION:** N/A

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**REQUIREMENTS/KEY COMPETENCIES:**

To qualify for the position, you must have a law degree, a minimum of seven years experience as a practicing attorney, and be currently licensed to practice law in Colorado. A strong candidate will have a thorough knowledge and skill in real estate law, dsfdsafdsafdsafdsafdsafds

**WORKING CONDITIONS:**

**Physical Demands:** This position works primarily in an office setting. In the office it is primarily sedentary. Some physical work requiring the ability to lift a maximum of 20 pounds; occasional lifting, carrying, walking, bending over to install or troubleshoot computer hardware and standing; frequent hand/eye coordination and finger dexterity to operate personal computer and office equipment; vision for reading, recording and interpreting information; speech communication and hearing to maintain communication with employees and customers.

**Work Environment:** Normal office setting; significant exposure to computer equipment.

**Equipment Used:** Frequently uses standard office equipment including personal computers, calculators, printers, shredder machine, fax and copy machines.

**Vision:** Vision sufficient to read small print, computer screens and other printed documents.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.