position

Staff Attorney

division/department

Legal and Risk Management Division

classification

Exempt

nature of position

The legal operations team is seeking a junior to mid-level real estate attorney to conduct commercial and multifamily residential loan closings; provide advice on other transactional real estate matters (including lending programs, grant and subgrant programs, commercial loan workouts, and collateral dispositions); and negotiate contracts for the organization. The person in this position must possesses an ability to work independently with minimal supervision and will report to the Senior Managing Attorney.

essential functions

* Act as closing attorney for commercial and affordable multifamily loans: draft and negotiate loan documents and related agreements; conduct due diligence; address title, survey, and zoning issues; supervise paralegals and coordinate with title companies to resolve outstanding closing issues.
* Review, draft and negotiate contracts relating to CHFA programs and services.
* Interpret laws, regulations and procedures related to CHFA’s programs
* Analyze legislation and its impact on CHFA operations
* Advise business units on matters primarily related to business and economic development lending and grant programs and multifamily affordable housing lending.
* Other duties as assigned

knowledge, skills and ability

Must possess:

* Knowledge of Colorado real estate law, commercial lending, business entities, real estate loans, real estate transactions, and familiarity with related documents
* Experience with and knowledge of accepted practices and procedures used in reviewing title work, surveys, zoning ordinances and insurance certificates and policies
* Legal research and writing skills with a strong attention to detail
* Solid understanding of laws and regulations to ensure proper compliance and oversight on business processes
* Demonstrated ability to work with minimal supervision, productively and accurately in a fast-paced environment with multiple projects and important deadlines
* Proficient in MS Word, Excel, and Outlook
* Strong and effective customer service, interpersonal, leadership and organizational skills
* Strong and ethical decision making skills
* Ability to communicate, both orally and in writing, in an effective and diplomatic manner
* Ability to establish rapport with persons of diverse ethnic, racial and cultural backgrounds essential

experience/education

* A minimum of three (3) years of experience in a law firm or corporate law department working on complex commercial loan and real estate matters with a preference for candidates representing lenders in permanent financing structures and/or with construction lending experience.
* Preferred candidate will have experience representing a financial institution related to lending, structuring complex financial transactions, commercial loan workouts and restructuring
* Experience working on multifamily projects and affordable housing legal documentation preferred
* Must possess a law degree and be admitted to the Colorado Bar
* Candidates with diverse qualities and backgrounds are strongly encouraged to apply

equipment used

Telephone; personal computer; and Smartphone.

physical environment

The person in this position will perform the essential functions of the position primarily in an office environment, which requires sitting at a desk for the majority of the day.

validation statement

This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform.

how to apply

www.chfainfo.com/careers (Job #\_\_\_\_\_\_\_\_\_\_).

*With respect to its programs, services, activities, and employment practices, Colorado housing and finance authority does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, or any other protected classification under federal, state, or local law. Requests for reasonable accommodation, the provision of auxiliary aids, or any complaints alleging violation of this nondiscrimination policy should be directed to the nondiscrimination coordinator, 1.800.877.2432, TDD/TTY 303.297.7305, CHFA 1981 Blake street, Denver co 80202-1272, available weekdays 8:00 a.m. To 5:00 p.m.*