Assistant Counsel  
Low Income Investment Fund  

Location: San Francisco  
Reports to: General Counsel  
Classification: Exempt  
Status: Regular, Full-Time  

Position Summary:  
The Assistant Counsel works on a variety of legal matters involving Low Income Investment Fund, and its subsidiaries, multiple investment funds, and several special purpose entities engaged in nationwide community development lending, grant-making and special program initiatives in a variety of program areas, including: housing, education, early learning and child development, health care, healthy foods and equitable transit oriented development.  

Reporting Relationship:  
Reports to the General Counsel.  

Essential Functions:  

Under the guidance of the General Counsel, the Assistant Counsel shall:  

- Corporate Transactions: Provide legal support for corporate transactions, including secured and unsecured credit facilities, capital market and bond transactions, and grants. Provide legal review of corporate contracts.  
- Provide legal support and guidance to lending department on fund structuring, term sheets and corporate legal issues.  
- Provide legal support and guidance in developing new programs.  
- Manage and maintain legal entities and required licenses.  
- Board: Manages, maintains and ensures compliance with corporate board documentation, including certificate of incorporation, bylaws, minutes, resolutions and other corporate records; oversees compliance with California corporate law requirements; advise on corporate governance issues and best practices.  
- Provide support on enterprise risk management program: including advising on risk and risk mitigation; working with other departments on risk mitigation plans; charting risks and mitigation strategies.  
- Provide guidance and support on legal compliance matters.  
- Manage outside counsel.
OTHER FUNCTIONS
Additional job duties as assigned by General Counsel.

KNOWLEDGE, EXPERIENCE, SKILLS AND ABILITIES REQUIRED:
• Minimum of 4 years of corporate, real estate or commercial transactional experience with a law firm or corporate legal department.
• Knowledge of Federal, State and Local housing, tax incentive programs, and economic development programs a plus.
• Working knowledge of California not for profit law.
• Working knowledge of diverse legal areas including, corporate, commercial, employment, and real estate law.

EDUCATION AND OTHER REQUIREMENTS:
• JD from an ABA accredited law school and admission to and in good standing in the State Bar of California.
• Excellent written and oral communication skills
• Strong analytical and interpersonal skills
• A high degree of professionalism and integrity
• Working knowledge of Salesforce and Microsoft word products

HOW TO APPLY
Mail or email cover letter with resume to:
Human Resources
Low Income Investment Fund
50 California Street, Suite 2900
San Francisco, CA 94111 or
e-mail: careers@liifund.org

No phone calls, please. Only candidates being considered for this position will be contacted.
LIIF, an EOE, believes that diversity ensures excellence.