



capital for healthy
families & communities

LOW INCOME INVESTMENT FUND

LEGAL SECRETARY TO GENERAL COUNSEL

Location: Washington DC
Reports to: General Counsel
Classification: Non -Exempt
Status: Regular, Full-Time

THE COMPANY:

The Low Income Investment Fund (LIIF) is a non-profit community development financial institution that mobilizes capital and partners to achieve opportunity, equity and well-being for people and communities. LIIF innovates financial solutions that center racial equity to create more equitable outcomes for all by building and preserving affordable homes, quality educational opportunities from early childhood through higher education, health clinics, healthy food retail and community facilities. In this way, LIIF provides a bridge between private capital markets and communities. LIIF's headquarters is in San Francisco and there are additional offices in Los Angeles, New York, Atlanta, and Washington D.C. More on LIIF can be found at liifund.org.

POSITION SUMMARY:

LIIF is seeking a Legal Secretary to join the Legal Department team located in Washington, DC. The Legal Secretary provides legal, administrative, and programmatic support to the legal department at Low Income Investment Fund, and its subsidiaries. This position will be part of a collaborative group that works across all functions and levels in the company.

REPORTING RELATIONSHIP:

Reports to the General Counsel.

Essential Functions: Under the guidance of the General Counsel, the Legal Secretary shall:

- Oversee the overall management, preparation, review, revision, and execution of contracts.
- Coordinate and correspond with internal departments to ensure proper communication and secure necessary internal approvals as required.



- Maintain detailed, accurate, and organized files in accordance with company retention policies.
- Assist in developing policies for contracts management and implement said policies.
- Assist in education, awareness, and training activities for company staff regarding contract policies and procedures.
- Assist in corporate and financial closings, including drafting ancillary documents such as secretary certificates, making all copies, obtaining signature, and filing executed documents.
- Manage all entity licenses, such as lenders licenses and required state filings for doing business in various states.
- Preparing minutes for Board Committee meetings.
- Maintaining and filing corporate records, including resolutions and board of director changes.
- Renewing and maintaining company licensing.
- Drafting, filing and managing various business entity documents for corporations, LLCs and partnerships with State agencies.
- Work independently to prioritize, manage, and document work assignments within applicable deadlines.

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 Legal Secretary 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.

EDUCATION AND OTHER REQUIREMENTS:

- Bachelor's degree and/or Legal Secretary certificate preferred, or equivalent work experience
- Experience with negotiating and/or drafting contracts.
- Excellent time management, attention to detail, and multi-tasking skills.
- Excellent written and oral communication skills
- Strong attention to detail and document review and proofreading skills



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- Well-organized, analytical, team-builder with good communication and multitasking skills, able to prioritize and balance work alignments and assignments
- Ability to proofread typed material for contextual, grammatical, typographical, and spelling errors
- A high degree of professionalism and integrity
- Working knowledge of Salesforce and Microsoft Office products

HOW TO APPLY:

Via our recruitment portal:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=cb73ca7c-d700-429b-a6ab-bf50165187ec&ccId=19000101_000001&lang=en_US

No phone calls or other LIIF email addresses please. Only candidates being considered for a position will be contacted.

LIIF, an EOE (Equal Opportunity Employer), believes that diversity ensures excellence. All qualified applicants will receive consideration for employment without regard to race, color, religion, sexual orientation, gender, or national origin. Candidates of diverse background and with diverse experience are strongly encouraged to apply for this position.

Notice to Third Party Recruitment Agencies:

Please note that Low Income Investment Fund does not accept unsolicited resumes from recruiters or employment agencies. In the absence of an executed Recruitment Services Agreement, there will be no obligation to any referral compensation or recruiter fee.

In the event a recruiter or agency submits a resume or candidate without an agreement Low Income Investment Fund shall explicitly reserve the right to pursue and hire those candidate(s) without any financial obligation to the recruiter or agency. Any unsolicited resumes, including those submitted to hiring managers, shall be deemed the property of Low Income Investment Fund.

We do not accept unsolicited phone calls.