Volunteers of America National Services (VOANS) is seeking a Housing Counsel. Come join a thriving organization nominated as One of the Best Places to Work in 2021!

VOANS is a nonprofit subsidiary of Volunteers of America. National Services is organized and operated to “advance, support, promote and administer health, housing and supportive services” in pursuit of the objectives of Volunteers of America. National Services employs more than 3,000 professionals across the country to operate its housing and health care programs. VOANS provides affordable housing and senior healthcare services in 40 states and Puerto Rico. Come and join us and be a part of ‘something more’.

The Housing Counsel will provide legal advice and counsel to national office staff, National Services, and affiliates regarding housing, tax, corporate and related matters.

**Essential Functions, Duties & Responsibilities**

**Lead counsel to the organization on housing operations and housing development matters**

- Proactively review, analyze, and remain current on a broad range of federal and state legal and regulatory matters relating to affordable housing development and operations
- Conduct legal research on a wide variety of topics, with a focus on affordable housing law, including HUD regulations, state landlord tenant law, corporate law, and property taxes, as needed
- Advise housing development team regarding corporate structure, entity choice, tax elections, and other matters related to applications for housing development financing, work with outside legal and tax counsel to ensure entities are structured appropriately
- Establish and maintain updated set of model Volunteers of America National Services real estate documents for various types of deals
- Provide advice and counsel to housing operations regarding fair housing matters, including reasonable accommodations and administrative complaints
- Provide oversight and coordination of housing-related litigation and compliance matters
- Provide advice and counsel to housing operations regarding the housing governance process, including board appointments, identity of interest and conflicts of interest issues, entity dissolutions and transfer of assets
- Provide advice and counsel to housing operations and housing development teams on training, risk management, and policy development
- Draft, negotiate and review contracts as requested
- Prepare periodic updates for affiliates alerting them to significant legal matters in the area of housing, and provide training
- Represent the organization and/or coordinate with outside counsel on transactional matters

**Advise National Headquarters, National Services, and affiliate staff as requested**

- Draft and review contracts and assist in negotiation
- Conduct legal research in areas such as nonprofit law and federal/state affordable housing law, and draft legal memoranda
- Draft correspondence to government agencies, regulatory bodies and other entities
- Draft Board resolutions, article and bylaw amendments, and minutes
- Review publications and communications materials
• Draft periodic updates for affiliates and internal staff alerting them to significant legal matters
• In coordination with the Senior Vice President for Legal Affairs, assist with the day-to-day operations of the Office of Legal Affairs, as well as develop procedures and goals to ensure the maximum performance of the department

**Required Qualifications**

▪ Doctor of Jurisprudence and excellent academic performance
▪ Member of a State bar, in active status
▪ Experience in research, legal writing, and legal analysis
▪ Experience in computer-assisted legal research
▪ Minimum of 2 years previous relevant legal experience
▪ Ability to analyze, appraise, and organize facts and applicable laws, court and administrative decisions, and regulations, and to present such information clearly and concisely, orally and in writing, to legal and non-legal persons and groups
▪ Ability to establish and maintain effective working relationships with others.
▪ Proven success in managing a heavy workload with time sensitivity to internal customers’ needs.
▪ Office including Outlook, Word, Excel and Access
▪ Ability to work flexible hours. Ability to travel is required

**Benefits:**

Medical, Dental and Vision Insurances
FSA / HSA
Various Employee Wellness Programs
Paid Vacation and Sick Time
403(b) Retirement Investing
Company discretionary 403(b) Retirement match of 50% on up to 6% of employee contribution
Company paid Short-Term Disability Coverage

VAONS is a non-profit organization. Employees may be eligible for the Public Service Loan Forgiveness program

At VOANS, we celebrate sharing, encouraging, and embracing diversity. Equal employment opportunities are available to all without regard to race, color, religion, sex, pregnancy, national origin, age, physical and mental disability, marital status, parental status, sexual orientation, gender identity, gender expression, genetic information, military and veteran status, and any other characteristic protected by applicable law. We believe that blending individual strengths and unique personal differences nurtures and supports our organizations’ shared commitment to our mission and creates an inclusive and diverse environment where everyone feels valued and has the opportunity to do their personal best.