

Staff Attorney

Full-Time Position

Reports to: Deputy General Counsel

Salary Range: \$85,000- \$88,000/year

OVERVIEW

Missouri Housing Development Commission (MHDC) is the Housing Finance Agency for the state of Missouri. MHDC is a mission-driven organization providing affordable housing opportunities for extremely low to moderate income Missourians with both federal and state funding. The organization offers a rewarding career in public service by providing the opportunity for dynamic, impactful and fulfilling work serving individuals and families across the entire state.

BENEFITS

MHDC strives to be an employer of choice and offers competitive pay, life balance including with generous time off, business casual dress code, downtown location with paid parking, and extensive benefits.

- Health Insurance with Immediate Coverage
- Flexible Work Schedule
- State of Missouri Pension
- Paid Covered Downtown Parking
- Prime Downtown Location
- Tuition Reimbursement
- Paid Professional Licensure / Fees / Continuing Education
- Paid Professional Development Opportunities

LEAVE TIME

Annual Leave and Medical Leave accrual begin immediately.

- 3 Weeks Paid Time-off (Annual Leave)
- 3 Weeks Paid Time-off (Medical Leave)
- 13 Paid Holidays (annually)
- 6 Weeks Paid Parental Leave

COMPENSATION

	Low Salary	High Salary
Annual Base Salary	\$85,000	\$88,000
Annual Benefits Value	\$65,410	\$67,107
TOTAL COMPENSATION VALUE*	\$150,410	\$155,107

*Actual total compensation is based on benefit elections.

WORKING REQUIREMENTS

In-office - Downtown Kansas City, Missouri

ROLES AND RESPONSIBILITIES

Summary

MHDC is seeking a full-time Staff Attorney. This position will provide legal support to ensure that program administration and processes comply with the laws and regulations applicable to the various federal and state housing programs administered by Missouri Housing Development Commission.

Essential Duties

- Provide support and advice to the organization.
- Assist in the administration of programs including the development and implementation of policies and procedures.
- Work closely with Underwriters, Architects, Accountants, and other professionals to facilitate the production of rental housing.
- Review and draft legal documents including, but not limited to, loan and real estate documents.
- Review and comment on due diligence items including land surveys, title insurance policies, and organizational documents.
- Coordinate and oversee complex multi-family loan closings.
- Assist with converting construction loans to permanent loan status.
- Attend and actively participate in meetings and training programs as directed.
- Provide assistance to employees, vendors, state agencies, departments, divisions, and organizations in a professional and efficient manner.
- Perform legal research and analyze law sources.
- Maintain and protect confidential information.
- Stay up-to-date on changes in relevant laws, regulations, and rules.
- Maintain a professional relationship with others by ensuring a sense of mutual trust, concern, respect, and teamwork.
- Perform other related duties as assigned.

DESIRED QUALIFICATIONS

Education and Experience Preferences

- Juris Doctorate from accredited law school.
- Admission to Missouri Bar.
- Exposure to real estate, finance, construction law, contract law, public records law and/or related areas.
- Undergraduate degree or studies focused in Finance, Accounting, Economics, Business or Public Administration or other area compatible with MHDC's operations.
- At least two years of experience practicing law.
- Compliance, auditing, or risk management experience.
- Litigation experience generally and/or related to real estate matters.

Skills

- Project management and organization.
- Critical thinking and problem solving.
- Ability to operate well as part of a team or independently.
- Independently handle legal matters and projects ranging from basic to complex.
- Ability to utilize Microsoft Office proficiently, including Word, Excel, and PowerPoint.
- Advanced computer skills including the ability to extract data and build reports.

- Demonstrate excellent written and oral communication skills.
- Attention to detail.
- Speak competently to large and small groups.
- Openness and adaptability to quickly changing workloads, deadlines, and priorities.
- Ability to accept constructive criticism.
- Litigation as needed.

To be considered for the position, please submit your resume and cover letter.