

**VERMONT HOUSING FINANCE AGENCY  
JOB DESCRIPTION**

**JOB TITLE:** LEGAL COORDINATOR  
**Reports To:** General Counsel  
**Job Grade:** 23

**Date Created:** January 10, 2007  
**Last Reviewed:** January 6, 2020  
**Date Revised:** January 6, 2020

**SUMMARY OF POSITION:**

As part of the Legal Division, the Legal Coordinator, along with the General Counsel and the Loan Servicing Coordinator, is expected to interact with Agency staff, external advisers, and third parties, accept assignments for the Legal Department and implement appropriate plans of action under the supervision of the General Counsel. Assist General Counsel in providing legal advice to and performing legal functions for the Agency, including oversight of corporate records management, program and procedure compilation and closings of multifamily mortgage loans for construction, acquisition and rehabilitation, preservation, and ownership transfer involving multiple lenders, low income housing tax credits, bond financings and other sources of funding. Coordinate meetings of and maintain records of the actions of the VHFA Board, and ensure optimal utilization of the Agency's Hot Docs, ShareFile and Document Center systems.

**SPECIFIC RESPONSIBILITIES:**

1. Assist General Counsel with Agency's capital finance transactions, such as, public sales and private placements of municipal bonds, working and non-revolving lines of credit, and other financing initiatives. This will include assisting with the following bond closing procedures: scheduling and posting of notices for public hearings and preparation of minutes of such hearings; coordinating preparation of Agency documents; ensuring the delivery of executed bond documents and legal opinions; and performing other related activities, such as, preparing TEFRA documents, correspondence with the Governor's office and tracking closing process.
2. Assist General Counsel on all aspects of multifamily mortgage loan closings and restructuring, including but not limited to:
  - Coordinate closings, assist at pre- and final closing and compile closing transcripts and legal loan file
  - Prepare and draft closing documents and correspondence – i.e. commitment letters, loan notes, note amendments and modification agreements. Read and understand project loan approval for necessary information in preparing documents and correspondence.
  - Preparation and maintenance of updates to multifamily legal files according to established procedures
  - Distribute documents and information to internal and external stakeholders in a particular activity or transaction to accomplish the desired outcome and further the Agency's mission
  - Update closing list as documentation is processed
  - Coordinate meetings, staff review, and follow-up with Agency staff involved with the closing
  - Process requests for VHFA's execution of discharges, consents to easements and partial releases
3. Assist General Counsel with various Agency legal initiatives including, but not limited to:
  - Changes to Agency programs and procedures.
  - Maximizing use of Hot Docs for documentation preparation purposes.
  - Formalize and implement appropriate Legal Department policies and procedures.
  - Maintain, and as requested, research Agency legal records.
4. Establish and maintain positive working relationships with Agency staff, developers, owners, managers, external counsel, bond counsel and other housing partners. Provide information to interested parties as requested.
5. Work with the General Counsel and VHFA Management to: coordinate scheduling and public notices of meetings of the VHFA Board of Commissioners; collect information for, distribute and maintain records of all Board packets; arrange for meeting spaces and catering for Board meetings; prepare and maintain records of minutes of all Board meetings.
6. Provide administrative support to the Agency's Loan Servicing Manager in connection with foreclosures and REO sales of single family mortgage loans as requested.

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7. Train in and utilize the Agency's software applications to ensure optimal efficiency of work processes to include, but is not limited to Mitas, HDS, Microsoft Office products, Hot Docs, SharePoint and Mail Chimp.
8. Perform other duties as assigned.

**SUPERVISES:** No direct supervision.

**EDUCATION REQUIREMENTS:**

- ◆ Associate degree or equivalent work experience required.

**JOB KNOWLEDGE AND EXPERIENCE:**

- ◆ At least 3 years' experience with commercial real estate and/or financing closings or equivalent experience required.
- ◆ Proficient skills in Office 365 products (Word, Excel, and Outlook) required.
- ◆ Comprehensive knowledge of loan documentation and the closing process for affordable multifamily housing transactions desired.
- ◆ Experience with Hot Docs software desired.

**GENERAL JOB QUALIFICATIONS:**

- ◆ Excellent organizational and analytical skills.
- ◆ High attention to detail.
- ◆ Ability to work with a wide range of individuals internal and external to the Agency in a coordination capacity.
- ◆ Excellent written and verbal communication skills.
- ◆ Proven ability to manage multiple and changing priorities while meeting deadlines.

**ACKNOWLEDGMENT**

I have read the above job description. I understand the duties and responsibilities of the position.

**Print or type your name:** \_\_\_\_\_

**Sign your name:** \_\_\_\_\_

**Date:** \_\_\_\_\_