



Job Description

Position: Senior Legal Counsel

Reports to: Chief Operating Officer

Location: Boston, MA

Position Overview:

The Senior Legal Counsel will be a senior legal counsel and advisor for the Company. This position will work closely with the Partners and the Chief Operating Officer. The Senior Legal Counsel will have primary responsibility for managing all legal aspects of our projects in coordination with outside counsel, negotiating documents, and providing legal counsel and advice for the company. The Senior Legal Counsel will manage a team including the Senior Paralegal, Corporate and Lease Administration Manager, and Contract and Lease Administrator.

The position provides exposure to a full spectrum of duties within a top tier real estate development and property management firm. As such, the position demands a very dedicated person with excellent attention to detail, leadership skills, good people skills and the ability to prioritize, multi-task, work independently, solve problems practically, and explain the applicable law and the language in documents with which their non-lawyer colleagues live daily. This position is the go-between and often the translator between the Company's personnel, at all levels, and outside counsel.

Position Responsibilities:

In House Legal	Responsibilities
Development/Finance	Purchase and Sale Agreements
	JV Agreements (new deals/recapitalizations)
	Development Management Agreements
	Property Management Agreements
	NDA's
	Loan documents
	Overseeing Senior Paralegal and/or running point on Acquisitions/Dispositions closings
Leasing	Commercial leases including retail, office and lab
	Lease Amendments, letter agreements
	Overseeing Rent Relief Modifications, License Agreements, Estoppels, SNDAs
	Lease clause interpretation for teams
Administration	Oversee team working on entity management (formation, dissolution, compliance), entity audits, rent rolls, lease abstracts, development abstracts, tenant notices, entering lease data into Yardi, maintaining integrity of legal document filing system.
	Litigation Coordination and Settlement Counseling
	Bankruptcy Coordination

Management	Contracts, Purchase Orders, One Time Service Agreements
	Resident Issues – noise, accommodations, etc. and Tenant Issues – i.e.: emotional support dogs
	Input as needed on Retax appeals, Insurance and Risk Management
Opco	HR/Employee Issues
	Partnership Agreements- Private Group Investments
	General Advice and Strategy

Qualifications:

- At least 6-8 years of real estate law firm experience – with examples of demonstrated excellence in the workplace;
- Must possess strong interpersonal and communication skills, both verbal and written. Must be able to engage with staff at all levels of the organization and exercise sound judgement;
- Highly collaborative;
- Thoughtfully practical