



Counsel (Clean Energy Finance)

BACKGROUND

The New York City Energy Efficiency Corporation (NYCEEC), the country's first local green bank, is a non-profit specialty financier of projects in buildings that save energy and reduce greenhouse gases. NYCEEC's team is passionate about its mission to deliver financing solutions and advance markets for energy efficiency and clean energy in buildings. NYCEEC's vision is energy efficiency and clean energy financing for buildings to achieve scale and be accessible to all. For more information: <https://nyceec.com>.

POSITION OVERVIEW

NYCEEC is seeking an experienced attorney to serve as an Associate Director on our Legal team. As a member of a small but innovative and impactful organization, the Associate Director will support the General Counsel/Director, Legal and other members of NYCEEC's team in efforts to manage NYCEEC's legal and compliance affairs and help advise NYCEEC management and staff on various legal, compliance and risk management issues.

The NYCEEC team works in a hybrid model, presently in the office at least two days per week and remote the remainder. NYCEEC's office is in midtown Manhattan. This is a full-time position; however, we may consider candidates seeking a more limited (e.g., 32-hour per week) schedule.

KEY RESPONSIBILITIES

Legal

- Serve as NYCEEC's primary counsel for assigned loan transactions, including: Help ensure that loans are underwritten and developed in a manner consistent with applicable policies, procedures and processes; advise on transaction structuring; perform legal due diligence of borrowers, projects and loans; prepare or review loan documentation (term sheets, loan agreements, security agreements, credit enhancement agreements and all related ancillary documentation); perform background, know-your-customer and anti-money laundering assessments; and manage outside counsel when applicable. Other transaction-related responsibilities may include:
- Draft and negotiate loan participation agreements (and amendments thereto as necessary) and supervise preparation and submission of funding request process from participants;
- Manage loan closings, including coordinating with outside counsel (if applicable), other members of NYCEEC staff and third parties (e.g., borrowers, participating lenders, etc.) as necessary
- Assist in the review of grant agreements, preparation of NDAs; and other miscellaneous contracts to which NYCEEC enters into from time to time;
- Help supervise NYCEEC's procurements of new vendors and renewals of existing vendor contracts to ensure they are undertaken in a manner consistent with all applicable policies, procedures and practices



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- Assist in managing various corporate governance matters, including drafting resolutions and preparation of board packages, recording board meeting minutes and regularly reviewing and updating corporate governance documents, as necessary, helping to ensure compliance with applicable requirements and onboarding of new board members
- Support the maintenance of NYCEEC's library of form documentation

Compliance

- Help supervise organizational legal compliance, including: assist with annual reporting obligations under New York Public Authorities Law; advising on interactions with and responses to requests from City, State and Federal entities; monitoring for changes to applicable laws and regulations and making necessary updates to relevant NYCEEC policies, and loan and other documentation; and generally helping ensure compliance with all relevant laws, regulations and contractual obligations;
- Assist with ensuring NYCEEC compliance with applicable loan disbursement and draw policies as a part of NYCEEC's portfolio risk management strategy

Other

- Manage legal aspects of NYCEEC's portfolio management functions, including: help manage NYCEEC loan collateral (e.g., maintain UCC financing statements and judgment affidavits); help supervise construction loans; provide legal advice in connection with non-performing loans, special situations, workouts, forbearances and loan modifications

QUALIFICATIONS

- A strong interest in NYCEEC's mission and the transition to a clean energy economy
- Graduate of an American Bar Association (ABA) accredited law school and admitted to the New York bar, and in good standing
- Minimum of five (5) years of relevant professional legal experience (e.g., project-finance, renewable energy, commercial or real estate finance)

SKILLS AND ATTRIBUTES

- Excellent written and verbal communication skills
- High level of accuracy and attention to detail
- Strong drafting and negotiating skills and sound business judgment
- Ability to work independently and collaboratively
- Ability to effectively supervise outside counsel and a willingness to "roll up sleeves" as needed to help complete projects and achieve NYCEEC's mission



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Please note that this position description contains a general list of the essential responsibilities and qualifications required for the position. It is not exhaustive and does not represent a contract for employment. NYCEEC reserves the right to modify the position description at any time.

COMPENSATION AND BENEFITS

The base salary range for this position is \$115,000-\$135,000 per year (assuming FT employment). NYCEEC also offers a discretionary bonus based on annual organizational and individual performance. NYCEEC offers a competitive compensation and benefits package, including:

- 12 paid holidays
- Paid time off / paid sick leave (starting at up to four weeks each year with increases based on years of service)
- Medical insurance Platinum plan (80-90% of the premium paid by NYCEEC) and Dental (85-90% of the premium paid by NYCEEC)
- Vision and life insurance (100% of the premium paid by NYCEEC)
- 401(k) plan with NYCEEC matching employer contributions
- Pre-Tax Transit Benefit
- Employee Assistance Program (EAP)
- Paid Family Leave

TO APPLY

Qualified candidates may apply for this position here: <https://nyceec.applytojob.com>. Please tell us how you learned of this position, why you are interested in this position at NYCEEC, and what makes you a great candidate for this role.

Please submit your application by July 9, 2023. Applications will be reviewed on a rolling basis, so we recommend applying early. Please be patient as our staff reviews your application. Only candidates selected for an interview will be contacted. No phone calls, recruiters, or search firms, please.

Note: Vaccination against COVID-19 is a condition of employment at NYCEEC, absent approval of a documented medical or religious exemption.

Please **DO NOT** include photographs with your application. Applications including an applicant's photograph will be discarded.

New York City Energy Efficiency Corporation (NYCEEC) is an Equal Opportunity Employer. We will work to ensure that our staff and board reflect the diversity of the communities we serve, and give members of our own organization and groups that we serve opportunities to have their voices heard. We will strive to collaborate with the stakeholder groups where we do business.