



In-House Counsel

ORGANIZATION SUMMARY:

The Maine Municipal Bond Bank provides low-cost loans to Maine's cities, towns, counties, and water and sewer systems. The Bond Bank also lends to various departments of state government for infrastructure projects. The Maine Governmental Facilities Authority and the Maine Health and Higher Educational Facilities Authority are managed by the Bond Bank. The twenty-one staff at the Bond Bank are responsible for managing over \$7B in funds that include grants and loans for projects throughout Maine – all of which are focused on improving the lives of Mainers and our visitors.

Mindful Employer Benchmarks

The Bond Bank strives to be a *Mindful Employer*, believing that purposeful work and human-first practices result in higher impact and greater good for the world. This designation is based on the alignment of all our staff with the following statements:

- The mission of our company is meaningful to me.
- I know how my work supports our greater purpose and mission.
- I am valued for being my authentic self and for my unique abilities at work.
- My growth and development are supported by my immediate manager
- We are practicing Mindful Communication when listening and speaking at work.
- This is a place where I can speak honestly and ask thoughtful questions.
- My work/life balance and well-being are respected and encouraged.
- If things aren't going well for me personally, there is someone or resources to support me.
- I would recommend working here to a friend.



POSITION SUMMARY:

As a matter of routine, in-house counsel will represent both the MMBB Board and its staff, and the MGFA Board.

Under direction of the Executive Director, in-house counsel is responsible for providing legal services to MGFA and MMBB, including but not limited to: review/advise on all contracts to which MMBB or MGFA is a party, oversee post-issuance compliance requirements for all MMBB and MGFA loans, provide legal analysis of federal and state statutory provisions covering program activities, provision of legal opinions for bond closings, drafting the necessary audit response letters for audits, review of bond sale official statements, review or drafting of necessary legal documents required for operations, review and analysis of proposed federal and state legislation or regulations that may affect operations, legal support and analysis in any litigation in which either Authority may become involved.

ESSENTIAL JOB FUNCTIONS:

- Work closely with Bond Counsel, Tax Counsel and Underwriter Counsel to provide legally enforceable opinions for MGFA and MMBB.
- Work closely with Bond Counsel and Tax Counsel to review borrowers' continuing compliance with loan agreement covenants.
- Work closely with Senior Program Officers and Program Officers to provide legal support, as needed.
- Works closely with borrowers' bond/legal counsel to provide all necessary documentation to support Board approved loan applications.

- Complete statutory analysis/review to ensure that MMBB and MGFA are compliant with relevant state and federal laws.
- Pro-actively identify and advise/recommend on areas where the MMBB may be legally vulnerable.
- Provide guidance when MMBB is asked to take on new/additional state and local funding programs.
- Prepare audit response letters.
- Review and advise on tenant matters as needed.
- Attend all Board Meetings and provide legal services to both Boards in carrying out their duties.
- Support MMBB's operations by providing guidance on legal issues related to human resources, contract negotiations, policy implementation and updates.
- Advise both staff and Boards regarding record keeping required by state statute.
- Conducting research and writing opinions, memoranda, and legislative testimony.
- Representing the MMBB and the MGFA in public settings, including stakeholder groups.

OTHER DUTIES AND RESPONSIBILITIES:

- Attend management meetings and other meetings as needed.
- Serve as a member of the senior staff.
- Perform other related duties as required.
- Perform any additional duties as assigned by the Executive Director.

PREPARATION, KNOWLEDGE, SKILLS, & ABILITIES:

Duties require a valid license to practice law in Maine and be in good standing with the Maine Board of Overseers of the Bar, knowledge of MMBB and MGFA operations, statutes and bylaws, knowledge of Maine and federal laws and regulations in the area of debt issuance, including tax-exempt debt. Additionally:

- Ability to prioritize and coordinate multiple tasks and ability to be flexible.
- Thorough understanding of Maine's legislative process.
- Planning, organizational, and time management skills.
- Ability to work independently and meet deadlines.
- Ability to read and understand bond documents, contracts, legislation, statutes, and other documents.
- Ability to communicate effectively both verbally and in writing; establish positive public relations for the Bond Bank and its clients, and to interact effectively with a wide variety of stakeholders.

SUPERVISORY RESPONSIBILITY: None

WORKING CONDITIONS/PHYSICAL DEMANDS:

- Normal office environment, not subject to extreme variations of temperature, noise, odors, etc.
- Regularly uses computer keyboards requiring eye-hand coordination and finger dexterity
- More than half of the time is spent sitting in a normal office setting

SALARY RANGE: \$115,000 - \$130,000

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

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| <p>*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.</p> |
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