

DEPUTY GENERAL COUNSEL-CORPORATE GOVERNANCE
Washington, DC
Job 47899

THE COMPANY

Fannie Mae provides reliable, large-scale access to affordable mortgage credit in communities across our nation. We are the leading source of funding for housing in America, which means more people can buy or rent a home. We are focused on sustaining the housing recovery, improving our company, and leading change to make housing better.

Join our diverse, high-performing team and make a difference as we work together to enable access to a good home.

For more information about Fannie Mae, visit <http://www.fanniemae.com/progress>

JOB INFORMATION

Operate with considerable latitude in consulting, advising, and representing the company on a variety of highly complex legal matters and projects related to corporate governance law. Provide legal counsel to management and the Board of Directors on broad issues affecting the company. Ensure that legal documents regarding board meetings and motions, mergers or acquisitions, contracts, or other corporate actions are prepared properly. Confer with executives regarding corporate initiatives, product development, or regulatory concerns to assess legal risks to the company and plan actions to control or minimize those risks. Provide guidance to attorneys, paralegals and legal support staff.

This position is responsible for providing legal advice to Fannie Mae on all corporate governance matters and for managing the Corporate Governance Practice Group.

KEY JOB FUNCTIONS

- Provide legal advice and strategic expertise by combining skill in corporate law with sound business acumen and knowledge of business goals and objectives of the company.
- Research legal principles and precedents. Gather relevant case related information using multiple sources and methods. Provide governance advice and counsel as requested.
- Drafting, negotiating and executing legal agreements.
- Consult with outside counsel and provide guidance.
- Prepare and conduct more significant legal transactions.
- Participate in developing policies and procedures governing corporate law matters. Overseeing the compliance and management of Board of Directors corporate records and overseeing implementation of these policies and procedures. Reviewing compliance with applicable FHFA and SEC governance requirements, and assuring compliance with Board-related FHFA, and SEC filing requirements. Providing advice and counsel regarding the governance and operations of the Company's Management Level Committees.
- Ensure appropriate staffing and organizational structures are in place by having strategic responsibilities and strong leadership skills. Managing the day-to-day work of the attorneys, paralegals and professional staff of the Office of the Corporate Secretary, with responsibility for: compiling/setting agendas, preparing and distributing materials to the Board prior to its meetings; Board meeting logistics and attendance; attendance at Board and committee meetings, preparing minutes.

EDUCATION

- Juris Doctorate Degree or equivalent required

MINIMUM EXPERIENCE

- 10+ years of related experience

SPECIALIZED KNOWLEDGE & SKILLS

- Experience managing the day-to-day operations of the Corporate Secretary function for Board of Directors and its committees required.
- Extensive legal experience in the range of governance issues affecting large financial institutions.
- Extensive experience managing the day-to-day work of the attorneys, paralegals and professional staff required.
- In-house legal department management experience.
- Overseeing the compliance and management of Board of Directors corporate records and overseeing implementation of these policies and procedures.
- Excellent oral and written communication, leadership and people management skills.
- Experience with assuring compliance with Board-related FHFA and/or regulatory filing requirements.
- Ability to focus on both big picture and details, ability to meet deadlines and work effectively with colleagues.

EMPLOYMENT

As a condition of employment with Fannie Mae, any successful job applicant will be required to pass a pre-employment drug screen and to successfully complete a background investigation, which may also include a credit check for positions in some areas of our business.

Fannie Mae is an Equal Opportunity Employer.

Please apply online at: <https://fanniemae.taleo.net/careersection/10000/jobdetail.ftl?job=47899&lang=en>