

Position: 1761 Litigation Counsel

Location: Washington, DC or Durham, NC

The Organization:

The Center for Responsible Lending (CRL) is a nonprofit, nonpartisan research and policy organization that promotes responsible lending practices and access to fair terms of credit for low-wealth families. CRL was created in 2002 to protect homeownership and family wealth by working to eliminate predatory lending and other abusive financial practices. Our work has helped lead to major changes in lending practices, saving families over \$2 billion annually. CRL has more than 40 employees and offices in Durham, NC; Oakland, CA; and in Washington, DC.

CRL is an affiliate of Self-Help, a community development lender founded in 1980 that has provided over \$7 billion dollars in financing to help over 131,000 low-wealth borrowers buy homes, build businesses and strengthen community resources.

Position Description:

The Center for Responsible Lending (CRL) is seeking a Litigation Counsel to manage litigation on behalf of CRL in partnership with litigators at other organizations and external counsel, including building relationships, making recommendations about strategic litigation participation and decisions, legal research and drafting/reviewing briefs, pleadings, motions, discovery and other legal documents. Counsel will also work closely with CRL staff who can serve as subject matter experts on litigation for outside counsel.

Essential Responsibilities:

- Develop strategy for CRL litigation in connection with consumer policy issues, with a focus on federal agency actions. Also support strategy of partnering with state Attorneys Generals.
- Develop and maintain partnerships with outside partners on litigation matters, and manage outside counsel budgets and fees, obtain required authority from management for decisions related to general litigation, and provide regular status updates to leadership.
- Address inquiries from ally organizations with litigation units and law firms on legal and business issues.
- Monitor and manage various types of claims and litigation.
- Coordinate activities, internally and externally, including strategy for litigated and investigative matters, internal communications, discovery initiatives and related disclosures.
- Manage litigation proceedings, including pre-litigation dispute resolution, management of active litigation.
- Manage discovery and other litigation requests and procedures, review pleadings and other court documents.
- Work cross-functionally with CRL staff to serve as issue experts in litigation matters and to assist in the litigation work. Ensure compliance with litigation obligations and objectives.
- Assist in overseeing the response to subpoenas and other information requests and inquiries from third parties.
- Work with Philanthropy team to network with attorneys and law firms for increasing cy pres support.

- Travel as needed for depositions, meetings, training, and/or Company events.
- Perform other related duties as assigned to meet the needs of the Company.
- Represent the Company at mediations and arbitrations, and when necessary, trial.
- Perform other duties as may be deemed necessary.

Minimum Qualifications:

- JD degree and admitted to bar.
- Minimum of 3 years' experience as an attorney including experience with administrative law and/or developing and litigating civil rights, predatory lending, or consumer cases.
- Familiarity with federal and state laws and regulations related to the Administrative Procedures Act, civil rights, housing/mortgage lending, predatory lending, consumer law, and/or banking law.
- Ability to provide practical advice in a timely manner, able to discern and analyze the impact of multiple issues on a given situation, ability to work in several areas of the law and balance multiple priorities, and ability to provide sound business and legal judgment.
- Strong writing, oral communication and analytical skills including excellent persuasive writing ability.
- Demonstrated commitment to public interest law.
- Ability to work well as part of a team and with a diverse group of people and settings.
- Self-starter, able to initiate and juggle multiple and complex projects and work independently.
- Ability to efficiently and proactively manage outside counsel
- Proficiency with Microsoft Word, Excel, Access, PowerPoint.
- Ability to travel as needed.

Desired Qualifications:

- Experience managing outside attorneys preferred.
- Federal agency or APA litigation experience highly desirable.

Physical Requirements:

Frequently requires use of manual dexterity and repetitive motions, primarily with the wrists, hands, and/or fingers. Must be able to occasionally lift and exert force of up to 10 pounds.

Compensation:

Competitive nonprofit salary, based on experience, plus a generous benefits package.

Application:

To apply, send resume and cover letter, describing why you are a fit for this position, to hiringmanager@self-help.org. Please include the position title as the subject. Application must be received by **November 13, 2017** to ensure consideration. Applications received after this date may or may not be considered, depending on the applicant pool. The position will remain posted until filled.

Self-Help is committed to providing equal employment opportunities to all persons regardless of race, color, class, age, gender, religion, disability that can be accommodated, marital status, ancestry, nationality, family status or sexual orientation.