

# Job Description



**Job Title:** Real Estate Counsel

**Reporting To:** Transactional Tax Counsel

**Job Function:** Legal

**Job Location:** Cleveland, Ohio

## **Summary:**

The Real Estate Counsel will be responsible for providing legal support and advice to GBX Group LLC. This role will support the attorneys in the Legal group and the company in general by doing research, analysis, drafting and negotiation to support the company's real estate transactions and related business operations. The role will have a real estate law emphasis but will also assist in other legal subject matter areas, including corporate, privacy and securities law. This role will be a member of the Legal team and work closely with teams across the company.

GBX is dedicated to the revitalization of historic real estate properties in many cities across the U.S. Our culture is unique and very important to us. We challenge one another, work hard and truly enjoy how our work makes a difference to people in the communities we serve. We are looking for someone who is smart, driven and passionate about being part of a team that makes a real impact to join GBX as our Real Estate Counsel.

## **Essential Duties and Responsibilities:**

- Assist in drafting agreements to support real estate transactions, including agreements to effectuate acquisitions and dispositions, leasing, construction agreements, property management agreements, and financing transactions.
- Prepare summaries of leases, operating agreements, loan documents and more to support business initiatives.
- Assist in drafting and negotiating assorted commercial agreements entered into by Silverlode Consulting, Information Technology, Accounting, Valuation, Acquisitions and other teams.
- Provide drafting and research assistance on tax credit and other economic development incentive transactions involving the company.
- Do research and analysis to support the company's compliance efforts and assist in process design and implementation, including under anti-money laundering laws, state and federal data security and privacy laws and more.
- Assist in the review of external communications for legal/regulatory compliance.

## **Education / Experience:**

- 2-4 years of transactional experience in a law firm or in-house legal department.
- J.D. from an accredited American law school required; admission to the bar of any state required (admission to Ohio bar preferred).
- Knowledge of real estate law preferred.

## **Knowledge, Skills & Abilities:**

- Demonstrate behaviors consistent with the organization's Cultural Norms and Core Values.
- Ability to take direction and be a team player as a member of the legal team and cross-functional teams.
- Strong initiative along with ability to both identify and propose solutions to problems.
- Commitment to continuous learning and adoption of technological tools to enable the Legal group and company in general to be more effective.
- Ability to expeditiously provide legally sound recommendations that are consistent with good business practices and common sense.
- Well-organized and hard-working with the ability to prioritize.

# Job Description



- Outcome-oriented and detail-oriented.
- Excellent written and verbal communication skills; knowledge of accepted business language.

## **Computer Skills:**

- Proficiency with Microsoft Office software (Word, Teams, Excel, PowerPoint, Outlook, SharePoint).
- Experience with traditional legal research software (Westlaw, Practical Law, Bloomberg Law, etc.).
- Ability to learn to use Smartsheet, Power BI and Zoho, in addition to other new software tools.

## **AAP/EEO Statement:**

GBX provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law. GBX hires and promotes individuals solely on the basis of their qualifications for the job to be filled.

***The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions and perform any other related duties as assigned by their supervisor.***