



## Job Title: Staff Attorney

**Location:** New Orleans (Hybrid In-Office/WFH Policy)

**Salary and Benefits:** \$90K-\$100K range, with generous public sector benefits, long-term stability

**Reports To:** Chief Operating Officer/ Executive Vice President, with close coordination with CEO & CFTO

## About the Role

Finance New Orleans (FNO) is seeking a mission-driven **Staff Attorney** to provide day-to-day legal support across housing, climate resilience, and public finance programs. This role is designed for an attorney who wants **broad exposure to public-sector legal work** without the scope or burden of serving as full General Counsel.

The Staff Attorney will handle **contracts, governance, compliance support, and coordination with outside counsel**, allowing FNO to operate efficiently while managing legal risk responsibly. This position is ideal for a **mid-career attorney** with experience in government, public finance, real estate, or regulated environments who is eager to grow alongside a fast-evolving public finance institution.

This role does **not** replace outside counsel for specialized bond, securities, or litigation matters—but instead serves as FNO's **internal legal quarterback**, ensuring issues are scoped correctly, documents are well-prepared, and external legal costs are controlled.

## What You'll Do

### Contracts & Legal Operations (35%)

- Draft, review, and negotiate routine contracts, MOUs, CEAs, consulting agreements, and vendor agreements
- Review leases, grant agreements, and program-related legal documents for consistency and risk
- Ensure compliance with public bid law, procurement and contracting requirements; review solicitations, RFPs, and award documentation
- Maintain contract templates and internal legal documentation standards
- Support execution and closeout of program and project agreements

### Governance & Board Support (20%)

- Advise staff and leadership on Open Meetings Law, Public Records Law, and Board procedures
- Assist with drafting, preparing, and reviewing Board resolutions and governance documents
- Attend Board and committee meetings as needed to provide legal support
- Support compliance with bylaws, policies, and statutory obligations

### Program & Compliance Support (20%)

- Review legal requirements associated with housing, resilience, and lending programs
- Support implementation of annual compliance plans in coordination with Compliance staff
- Assist with compliance trainings for staff and Board members
- Help translate legal requirements into operational guidance for program teams
- Represent Finance New Orleans in all property and land matters for all FNO owned assets.



### **Coordination with Outside Counsel (15%)**

- Manage relationships with outside legal counsel (bond, securities, and special counsel)
- Prepare materials and coordinate internally for financings, closings, and legal reviews
- Track legal spend and support development of a legal vendor engagement plan

### **Special Projects & Strategic Support (10%)**

- Support intergovernmental agreements (MOUs, CEAs) with City, State, and partner agencies
- Assist leadership with legal aspects of new initiatives, pilot programs, and strategic partnerships
- Perform other legal tasks as needed to advance FNO's mission

## **What You Bring**

### **Required Qualifications:**

- Juris Doctor (JD) from an accredited law school
- Licensed to practice law in Louisiana (or ability to obtain licensure promptly)

### **Preferred Qualifications:**

- 3–7 years of relevant legal experience in government, public finance, real estate, nonprofit, or regulated industries
- Experience reviewing contracts and advising internal clients

### **Key Skills:**

- Strong legal writing and document review skills
- Practical, solution-oriented judgment (knows when to escalate vs. handle internally)
- Ability to work collaboratively with non-legal staff
- Comfort operating in a fast-paced, evolving organization
- Interest in public service, housing, climate resilience, and equitable economic development
- Highly organized and able to manage multiple workstreams independently

## **What This Role Is...and Is Not**

### **This role is:**

- An internal legal generalist supporting day-to-day operations
- A strategic internal resource to reduce reliance on external counsel
- A growth opportunity with exposure to public finance, housing, and climate infrastructure

### **This role is not:**

- A full General Counsel role
- Responsible for leading bond counsel, securities law opinions, or litigation strategy
- A solo legal department without external support



## Why Work at FNO?

Finance New Orleans is a mission-driven public finance institution using capital to drive **equity, housing affordability, and climate resilience**. We offer:

- Competitive salary and generous health and retirement benefits
- Flexible hybrid work environment
- 15+ holidays per year and generous PTO
- Meaningful exposure to city-shaping investments and public leadership

You'll join a small, ambitious team building new green infrastructure finance models in a legacy-rich but evolving public agency. We move fast, work collaboratively, and believe that resilience starts with equity.

## About Finance New Orleans

Finance New Orleans is a public benefit finance agency that has supported over \$700 million in affordable housing investments since 1978. Today, we're pioneering a new approach to climate resilience—investing in infrastructure that protects communities, grows local wealth, and transforms the physical and economic future of the city. FNO is not a division of the City of New Orleans and is an independent, quasi-governmental agency.

For more information about Finance New Orleans, please visit [www.financenola.org](http://www.financenola.org)

FNO values diversity and is an equal opportunity/affirmative action employer.

## How to Apply

Interested candidates should email their resume, cover letter, and three professional references to [info@financenola.org](mailto:info@financenola.org) with the subject line "FNO Staff Attorney" by the deadline of **March 20, 2026, at 5:00 PM**.

Selected candidates will be invited to participate in a screening phone call, followed by first-round and final interviews conducted between **March 17 and March 26**, with **offers expected by early April 2026**.

Applications will be reviewed on a rolling basis until the application deadline is reached, or the position is filled.