

JOB TITLE: Real Estate Attorney

FLSA: Exempt

**SUMMARY:** This attorney will be involved in all aspects of commercial real estate transactions and related business transactions. The attorney will advise clients regarding the purchase, sale, leasing, and financing of commercial real estate projects, including industrial and Class A office projects, as well as land acquisition and development by homebuilders and related real estate matters. The attorney in this position will draft, review, and revise complex purchase agreements, leases, loan documents, easements, and all ancillary documents relating to the applicable transactions and assist with due diligence, including reviewing titles, surveys, and development plans for real estate transactions. Additionally, the attorney in this position will assist with transfers of operating businesses and the formation of new businesses. Excellent writing, negotiation, analytical skills, and decision-making abilities are essential in this role. The ideal candidate has knowledge of real property and corporate law, experience managing real estate transactions, and some experience with the process of developing real property.

**ESSENTIAL RESPONSIBILITIES:**

- Interpret laws, rulings, and regulations for real estate transactions.
- Draft and negotiate purchase and sale agreements, leases, loan documents, shared use agreements, and easements.
- Draft corporate documents, including those to authorize and complete real estate and business transactions.
- Prepare organizational documents related to homeowner, condominium, and community associations (Declaration, Bylaws, Articles of Incorporation, Rules and Regulations, etc.).
- Draft easements, maintenance agreements, and other similar instruments relating to developments.
- Manage due diligence and all aspects of real estate and business transactions on behalf of clients.
- Communicate with clients and adverse parties in writing and orally.
- Provide general counsel style portfolio management for long standing firm clients.
- Support legal and general advisory needs associated with a large-scale real estate portfolio.

**QUALIFICATIONS AND SKILLS:**

- License to practice law in Maryland or ability to become licensed in Maryland; strong preference for at least 4 years of transactional experience in some or all of the following areas: real estate, corporate governance, business transactions, financing, homeowners associations, condominium associations.
- Experience in real estate law and industry knowledge that includes lease transactions, property management, and purchase and sale transactions.
- Experience in title review and the procurement of title insurance coverage.
- Experience with homeowner and condominium associations preferred.

- Analytical thinker with strong conceptual and research skills.
- Strong writing skills.
- Natural leader who displays sound judgment and attention to detail.
- Ability to work within a team and under pressure.
- Ability to manage and meet deadlines.
- Capable networker with excellent interpersonal, communication, and public speaking skills.
- Proficient with Microsoft Office programs.

SALARY RANGE: \$160,000 - \$185,000

BENEFITS:

- Health Insurance
- Dental insurance
- Vision insurance
- Life & Disability insurance
- Firm Paid Parking
- Firm Paid Holidays
- 401k w/Employer Match
- Parental Leave
- Health Savings Account w/monthly Employer Contribution
- Gym Access
- Bonus Eligibility

JOB TYPE: Full-time

WORK SETTING: Hybrid in-person/remote options available

**We are an Equal Opportunity Employer**