



JOB ANNOUNCEMENT

Paralegal

Position Description

Invest Detroit is seeking a Paralegal to help build efficiencies and alleviate workflow constraints as our team ignites inclusive economic growth in underserved Detroit communities and across the region. Reporting to our General Counsel, this role will provide crucial support for the in-house legal needs of our various teams including Lending, Portfolio Management, Venture Capital, Neighborhoods, Finance, and Corporate matters. The person in this role will be responsible for completing a wide range of tasks at the direction of the General Counsel including, but not limited to, the key responsibilities listed below.

Key Responsibilities

- Supporting the loan closing process, including drafting loan documents, collecting signatures, organizing due diligence and other closing deliverables.
- Supporting the loan closing process with respect to title and survey matters, including ordering and reviewing title commitments and underlying title exception documents, reviewing surveys, and summarizing same for the General Counsel and communicating with the loan closing team regarding same.
- Supporting the loan closing process by creating and updating the loan closing checklist and attending loan closing calls.
- Preparation and filing of all UCC filings, including initial filings, amendments, continuation statements, terminations, etc.
- Entering all UCC filings filed by title companies and outside counsel into CSC as historical filings in order to track required continuations.
- Performing UCC, lien and litigation searches and summarizing same for the General Counsel.
- Supporting the secondary loan closing process, including drafting consents, waivers and amendment documents, collecting signatures and managing receipt and compilation of same for General Counsel review.
- Supporting the post-closing loan process, including monitoring receipt of closing binder CDs, recorded documents, UCC financing statements, title policies, etc. and following up with responsible parties to obtain same in a timely manner.
- Preparation of mortgage releases and return of original paid in full notes.
- Establishing, implementing, and improving existing workflows and administrative procedures.
- Maintaining assignment and fee/budget tracking spreadsheets.

Qualifications and Background

- Minimum two years of experience as a paralegal in real estate law or similar field preferred
- Strong understanding of legal and real estate development terminology
- Working knowledge of real estate law, with a particular focus on lending, title, and survey matters
- Outstanding organizational skills
- Must demonstrate a strong ability to communicate effectively both verbally and in writing with all levels of the organization and outside parties and collaboratively across teams
- Typing speed of at least 70 words per minute
- Demonstrated ability to utilize effective interpersonal skills to build and maintain professional relationships
- Demonstrated ability to take direction and drive results independently as well as collaboratively
- Ability to manage multiple projects and demonstrated ability to meet deadlines with a positive attitude
- Willingness to work with others on multiple teams on cross-functional assignments
- Highly collaborative, dynamic, and passionate about the mission of Invest Detroit
- Bachelor's degree or equivalent experience required

The salary range for the Paralegal is \$80,000 – \$100,000.

Working at Invest Detroit

Invest Detroit is a nonprofit lender, investor, and partner that supports business and real estate projects that will ignite economic growth. Our goal is to increase density and job opportunities in a way that is strategic and inclusive.

The Invest Detroit team is a hard-working, supportive group that is passionate about our mission and believes strongly in equitable opportunity, diversity, and respect. We believe that through partnership, tenacity, creativity, and drive, we can help to improve access to opportunity and an overall better quality of life for all Detroiters.

In addition to competitive salaries, we offer a suite of excellent benefits. Invest Detroit is an equal opportunity employer committed to diversity in the workplace. For more information on our benefits structure, please visit www.investdetroit.com/careers.

To Apply

Please forward your resume and cover letter, outlining how your skills and experience meet the qualifications of the position to Resume@investdetroit.com. Please include "PARALEGAL" in the subject line and indicate how you heard about this opportunity in the email.