



B. F. SAUL COMPANY

Vice President And Associate General Counsel

<https://www.bfsaul.com/>

The Organization:

Founded in 1892, B. F. Saul Company is one of the most successful privately-owned real estate companies in the United States. Its growth has been the result of a commitment to exacting standards and the belief that knowledge of the marketplace, when paired with the ability to commit substantial resources, will bring exceptional rewards. The depth of its real estate experience has enabled it to operate confidently and profitably in every phase of real estate investment and development. One of B. F. Saul Company's affiliates, Saul Centers, Inc., is a real estate investment trust which is publicly traded on the New York Stock Exchange. The Companies' areas of expertise include:

- Equity Investments in Commercial Real Estate
- Property Management
- Commercial Real Estate Development
- Commercial Insurance
- Hotel Management & Ownership

The Role:

Location: Bethesda, Maryland (steps from Bethesda Metro Station)

Reports to: Senior Vice President and General Counsel

Overview: Provide counsel on real estate and other business transactions and documents (other than leases) to the various departments and companies within and affiliated with B. F. Saul Company and assist supervisor as requested.

Key Responsibilities:

Duties will include, but are not limited to the following:

- **Real Estate Acquisitions and Disposition:** Draft, review and negotiate purchase and sale agreements and related documents; review and advise on proposed deal structure; assist with due diligence, including title and survey; review zoning and other legal issues; prepare for and assist in closings

- **Real Estate Development and Construction:** Draft, review, and negotiate development agreements, applicable recorded covenants, agreements with adjacent property owners, construction contracts, architect and engineer agreements, easements and rights of way, and other documents arising in development and construction process; assist in obtaining required lender consents; research and advise on legal issues
- **Financings:** Review and negotiate financing documents for various types of real estate loans and corporate lines of credit; advise business and finance people concerning current “market” on various provisions and requirements of lenders; perform and supervise due diligence, including title and survey; prepare for and assist in closings; obtain lender consents (e.g., for easements) required post-closing
- **Hotel Operations:** Draft, review, and negotiate contracts and other documents (including franchise agreements and block booking and conference services agreements) arising in the operation of hotel properties; research and advise on legal issues in operations and existing business arrangements
- **Residential Operations:** Draft, review, and negotiate vendor and service contracts and other documents arising in the operation of multifamily properties; manage outside counsel on landlord-tenant matters; with advice from outside counsel, research and advise the Residential Department and senior management on compliance with applicable landlord-tenant law and housing regulations
- **Miscellaneous Projects:** Advise and assist business and finance teams with various real estate, corporate, and contractual questions that may arise concerning existing or proposed transactions and contractual arrangements (including service agreements with third party professionals and computer and telecom systems matters); research law and review documents; prepare memoranda on applicable issues; negotiate with opposing counsel as required; advise various departments concerning standard forms (other than leases) to be used in business operations, and draft or revise forms; provide counsel regarding general business entity matters; review and draft inter-affiliate arrangements
- **Outside Counsel:** Engage and supervise outside counsel for major transactions and a variety of specialty legal issues (e.g., zoning); engage various real estate professionals, such as surveyors, architects, engineers, consultants

Candidate Profile:

Skills & Abilities:

- Intent to make a long-term commitment to the organization
- Ability and willingness to understand the business context and think creatively to find solutions to business challenges, rather than just raise legal objections
- Willingness to do whatever level work internal clients require, from very basic to extremely complex
- Sensitivity to typical large organization structural and interpersonal issues
- Prioritize and manage competing and sometimes conflicting priorities
- Experience giving advice people will rely on

Professional Experience:

- At least six years of relevant legal experience
- Top notch training and substantial hands-on experience in real estate (other than leasing), and experience in corporate and general transactional areas
- Experience in working independently, as well as working comfortably with supervisor. Strong inter-personal skills and direct negotiating experience sufficient to support daily interaction with, and direction to, senior management and negotiation with opposing counsel and other third parties
- Strong language skills and broad drafting experience
- Strong research skills (particularly using internet) and broad computer skills (including proficiency at typing)
- Desirable: some large firm training and experience and SEC compliance experience
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The Person:

- Experience in fast-moving and dynamic environments
- Broad knowledge of MS Office (Word, Excel, PowerPoint, Outlook, Photoshop, Adobe Acrobat)
- Ability to work independently on assigned tasks as well as to accept direction on given assignments
- A proven track record of success in positions that required a strong mix of business skills, strategic thinking, and sound judgment
- Anticipates crises and problems
- Displays curiosity and a passion for learning
- Strong emotional intelligence and ability to build trust in a variety of relationships
- Proactive, creative, and energetic

Education:

- Undergraduate and law degrees
- Continuing legal education (as required by relevant bar associations)
- Law license and active bar membership in one or more jurisdictions (not necessarily Maryland)

Why B. F. Saul?

- High-energy, collaborative, and collegial environment
- Join the real estate industry's best and brightest
- Consistently named a Top Workplace by The Washington Post

B. F. SAUL CO.
Established 1892
Affiliates

**Bridge
Partners**
Executive Search

To learn more about this opportunity, please contact:

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B. F. Saul Company is an Equal Opportunity Employer.

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