



Position Title: Associate Attorney/Project Manager, Chicago Loop Office

About our Firm:

The attorneys at Nicolosi & Associates and the professionals at its affiliated consulting firm – Buckley Companies - deliver practical, creative, and interdisciplinary solutions to their clients. Both firms have the flexibility to work together, or, independently as a member of a client's existing team. Since 1948, Nicolosi & Associates has been a valued and trusted legal advisor to institutions, government agencies, and closely held organizations. The firm's effectiveness is built on long-standing relationships and highly skilled professionals who leverage Technology to provide relevant, timely, and cost effective advice.

We take the time to understand our clients' broader goals ... their real objectives, and then we provide clear, simple advice, grounded in the law and based in finance. We work closely with our clients because we understand that teamwork and collaboration create better solutions and that an unconventional perspective is gained not only from knowledge, but from real-world experience and collaboration.

After nearly 50 years of serving clients, our firms recognize that in today's complex environment, clients are better served by a well-rounded group of integrated professionals who bring varying perspectives to provide a single interdisciplinary solution in a seamless process.

Position Description:

This position is for a high energy, detailed oriented, customer service driven, technically proficient individual who will work under the direction of the company's principals. The Firm is engaged by governments, institutions, family offices and private enterprises to help them achieve sophisticated projects that achieve their goals.

The successful applicant will be able to work independently and directly with high level executives of the Firm's clients, as well provide project management support to the Firm's principals.

- A. Project Management Duties (estimated 5-10 hours per week)
 1. Create scope of work, budget and timeline for a project.
 2. Assist principals with assignment of internal and external resources as appropriate to the project.
 3. Daily monitoring of a project's progress to drive internal and external activity for the timely and effective fulfillment of the project's scope, budget and timetable.
 4. Working with principals, provide regular principal and client updates on progress and budget, including both Word and Email documentation as well as Power Point Presentations.
 5. Attend meetings with client team and provide follow up meeting minutes and next steps.

- B. Technician Duties (estimated 25-30 hours per week)
1. Legal research into applicable statutes for municipal projects.
 2. Contract drafting, including Redevelopment Agreements, leases and LOIs.
 3. Research applicable background information for fulfillment of particular project objectives through firm relationships and development of subject matter experts via internet or market contacts
 4. Work with internal and external project team members to define assumptions and parameters for financial modeling and analysis
 5. Create deterministic financial models with a set of relevant variables that can be changed to help assess “what-if” scenarios and narrow the critical path to achieving the client objective
 6. Work with principals to assess Capital Stack issues, including access to capital, risk mitigation, and allocation of revenue to debt
 7. For government projects, Tax Increment, Sales Tax, Special Service Area and Business Development District Projections to support revenue required to service capital stacks
 8. Participate in the review of new deals/transactions and coordinates with others in the development of a financial plan
 9. Analyzes the financial feasibility of proposed projects

Essential Qualities for Success:

- Multi-tasking
- Superior Writing and Communication Skills
- Efficiency
- Self-Motivation
- Organization
- Process-Driven
- Results-Oriented - anticipating client needs and always finding a way to say “Yes” to the client goals
- Excellent Client Communication Skills and personal presentation
- Follow through – continuously provide updates in advance of client requests
- Detail Oriented

Qualifications:

A four-year degree from an accredited college or university with major course work in accounting or finance is required; JD, MBA or other high level degree or certification required. Previous work experience in law or finance with a real estate investment/development emphasis preferred, but training will be provided to the right candidate. Ability to communicate well in writing and computer proficiency required. EOE.

Salary:

Combination of base salary, annual bonus based on billings and discretionary project bonus.