



Senior Commercial Real Estate Paralegal

Position Overview:

MIT Investment Management Company (MITIMCo) is a department within MIT that currently manages over \$30 billion in financial assets for the Institute's endowment, retirement plan, and other capital pools. Our mission is to deliver outstanding long-term investment returns for MIT, and our work directly furthers the transformative research and educational efforts of this world class institution.

The Senior Commercial Real Estate Paralegal will play a vital role in supporting MITIMCo's Real Estate Legal team and the impactful work of MITIMCo's Real Estate Group. This role will oversee document and compliance management, MITIMCo's special purpose real estate entities, standard consultant and service-provider contracting, and other specified legal processes on an as needed basis. This role will also support challenging contract and lease negotiations and management, the closing of capitalization transactions, and the insurance portfolio for MITIMCo's real estate holdings. The Paralegal will demonstrate exemplary communication and writing skills as well as the ability to prioritize their own tasks, meet tight deadlines, complete exceptional work, work under pressure, juggle many different client contacts, be highly attentive to detail, respect confidentiality obligations, and adjust easily to shifting priorities.

Principle Duties & Responsibilities:

- Manage review of many standard legal contracts and secure required approvals utilizing MITIMCo-approved forms and review checklists.
- Independently draft form letter agreements and other customary real estate documents (i.e., notice letters, simple amendments, SNDA's, estoppels, etc.).
- Review title insurance policies and land surveys.
- Serve as the initial point of contact for the insurance needs of MITIMCo's real estate portfolio.
- Lead the entry, management, and monitoring of investment, real estate, and vendor contract Terms & Conditions ("T&C") in relevant software systems; collaborate with Legal staff to ensure appropriate compliance, proactively flagging and addressing potential risks or non-compliance issues.
- Partner in the formation of and ensure maintenance of MIT legal entities used for real estate investment purposes, including but not limited to reviewing state annual reports, updating governing documents, and drafting tax forms.
- Lead the end-to-end execution and administrative management of documents through execution and filing procedures: draft cover sheets, set up documents in DocuSign or circulate hard copies to appropriate party/ies, scan and save documents and cover sheets, add correct naming conventions for executing party, distribute contracts directly or coordinate distribution, update the status of the document in the relevant software system, run periodic contract reports to monitor the status of the documents and manage original document archives for easy auditing and efficient record finding.
- Direct and coordinate key data management activities for Real Estate Legal, including tracking, updating, and communicating critical deadlines for Legal action items; responsible for ensuring all action items are promptly and accurately tracked.
- Respond to and, when necessary, appropriately direct in-person and digital inquiries from internal and external stakeholders regarding the status of legal documents.

Supervision Received:

- Will report to Director, Real Estate Operations & Risk Management.

Qualifications* & Skills:**

- Bachelor's degree or equivalent experience required; paralegal certificate preferred.
- Experience in a commercial focused real estate legal practice or an in-house real estate legal department/office.
- Track record of producing high-quality work in a dynamic, fast-paced working environment with consistently frequent deliverables.
- Experience with legal documents in real estate management/development.
- Demonstrated ability to take initiative and ownership of projects, work independently with minimal supervision, as well as set priorities and manage multiple activities at once, often working under pressure and with frequent interruptions.
- Proven comfort juggling several stakeholders at varying levels; and building positive relationships with internal and external stakeholders at all levels.
- Exemplary communication and interpersonal skills, both written and verbal, with the ability to lead with poise and professionalism.
- Proven ability to implement improvements and refinements to improve the overall effectiveness of a team. Follow through on enhancements and suggestions.
- Ability to resolve complex problems independently in a thorough and timely manner coupled with judgment to seek support when required.
- Ability to handle confidential information with discretion and sound judgment.
- Superb computer skills, including fluency in Outlook email and calendaring, PowerPoint, Word and Excel. Experience with Adobe Acrobat is preferred.

**Please note that MIT does not provide visa sponsorship for technical, administrative, or library full-time or part-time regular positions. Additionally, MIT does not provide visa sponsorship to recent graduates and practicing professionals for internship training, practical experience, or other non-teaching, non-research affiliations.*

***Employment is contingent upon the completion of a satisfactory background check.*