Canadian Housing Acquisition Fund /
Fonds d'acquisition de logements canadiens
225 Metcalfe Street, suite 300, Ottawa, Ontario, K2P 1P9
www.acquisitionfund.ca

Job Description

Legal Counsel

About the Organization

The Canadian Housing Acquisition Fund (CHAF) is an independent, non-profit organization advancing affordable housing through investments, partnerships, and innovative approaches to community ownership.

Founded by leaders from the community housing sector and supported by expertise in finance, investment, and governance, CHAF works to strengthen the non-market housing sector and expand affordable housing opportunities across Canada.

Location	Within Canada, with a strong preference for candidates based in Ontario, Quebec, or British Columbia. Remote work arrangements, with possibility of hybrid work arrangement depending on the candidate's location. Occasional national travel.
Language	Bilingual – French and English required
Reports to	Chief Executive Officer (CEO)
Employment type	Permanent, full-time
Compensation	$140,000 – $165,000 per year, commensurate with experience and qualifications, plus benefits package.

About the Role

The Legal Counsel provides legal advice and support across CHAF's investment, housing acquisition, partnership, governance, and operational activities. The role works closely with CHAF's leadership, Investment Team, and external partners to identify and manage legal risks while enabling transactions and initiatives that advance CHAF's mandate.

The Legal Counsel will advise on real estate acquisitions, financing arrangements, contractual relationships, corporate and governance matters, and other legal issues arising from CHAF's activities. The role will also support the development, review, negotiation, and implementation of agreements with housing providers, financial institutions, governments, consultants, service providers, and other partners.

This is a hands-on role in a growing national organization. The successful candidate will be comfortable working across multiple areas of law, exercising sound judgment in situations where issues may be complex or evolving, and translating legal considerations into clear, practical advice for colleagues who may not have a legal background.

The Legal Counsel will also coordinate with external legal counsel where specialized expertise is required, ensuring that external advice is appropriately scoped, understood, and integrated into CHAF's decision-making and transaction processes.

Key Responsibilities

Legal Advice & Risk Management

- Provide practical legal advice to CHAF leadership and internal teams and identify, assess, and mitigate legal and regulatory risks.
- Monitor legal and regulatory developments relevant to CHAF across jurisdictions and advise on their implications.
- Develop and maintain legal templates, processes, and guidance to support consistent decision-making

Real Estate, Housing & Investment Transactions

- Provide legal support throughout affordable housing acquisition and investment transactions, including due diligence, structuring, documentation, and closing.
- Draft, review, and negotiate purchase and sale agreements, financing documents, confidentiality agreements, and other transaction documentation.
- Identify transaction-specific legal risks and work with the Investment Team and external counsel to develop appropriate solutions.
- Advise on post-closing amendments, consents, waivers, and other legal matters.

Financing & Contracts

- Advise on financing arrangements, security structures, guarantees, subordination arrangements, and other investment-related documentation.
- Draft, review, and negotiate agreements with housing providers, governments, financial institutions, consultants, service providers, and other partners.
- Support the development of standard contractual frameworks and ensure key obligations and risks are appropriately documented and managed.

Governance & Corporate Matters

- Provide legal and governance advice to CHAF leadership, the Board of Directors, and committees.
- Support Board and committee processes, including resolutions, authorities, governance documents, and corporate records.
- Advise on corporate, regulatory, and organizational matters affecting CHAF as a national non-profit organization.

External Counsel & Legal Services

- Coordinate external legal counsel where specialized expertise is required, including scoping matters, managing timelines and deliverables, and reviewing legal advice.
- Ensure external legal advice is translated into clear, practical recommendations for CHAF's internal teams and leadership.

Legal Research & Organizational Support

- Conduct legal research and prepare concise legal analyses, briefing notes, and recommendations.
- Support the development and implementation of policies and procedures with legal implications.
- Maintain appropriate legal documentation, precedents, and tracking systems and contribute to organizational initiatives where legal expertise is required.

Required Qualifications

- Professional fluency in both English and French, with strong written and verbal communication skills in both languages.

- Law degree from a recognized Canadian law school or an equivalent qualification recognized for practice in Canada.
- Member in good standing of a Canadian provincial or territorial law society.
- **Minimum five years** of relevant post-call legal experience, preferably including experience in real estate, commercial transactions, finance, corporate law, affordable housing, or a closely related field.
- Demonstrated experience drafting, reviewing, and negotiating complex commercial and transactional agreements.
- Experience supporting real estate transactions, financing arrangements, or other complex investment transactions.
- Strong understanding of contract law, commercial transactions, and legal risk management.
- Ability to analyze complex legal and business issues and provide clear, practical, and commercially informed advice.
- Strong written and verbal communication skills, including the ability to communicate legal concepts clearly to non-lawyers.
- Strong judgment, discretion, attention to detail, and ability to manage confidential and sensitive information.
- Ability to manage multiple matters and competing priorities in a fast-paced, collaborative environment.
- Demonstrated ability to work effectively with internal stakeholders, external counsel, and public-, private-, and community-sector partners.

What the Organization Offers

- Competitive compensation and benefits.
- Coverage of professional licensing fees and memberships.
- An opportunity to contribute to a growing national housing organization with significant public and community impact.
- A legal role at the intersection of affordable housing, investment, finance, and public policy.
- A small, collaborative team with direct access to senior leadership and an entrepreneurial environment.

To Apply

To apply, please submit a single file containing your letter of intent and resume to careers@acquisitionfund.ca. Applications will be reviewed on a rolling basis.

Applicants are encouraged to visit CHAF's website to learn more about the organization, its mandate, and its work. Candidates are also encouraged to familiarize themselves with the role of the Canada Rental Protection Fund and the broader housing context in which CHAF operates.

CHAF is committed to fostering an inclusive workplace and encourages applications from individuals of all backgrounds and lived experiences, including Indigenous Peoples, racialized persons, persons with disabilities, members of the 2SLGBTQIA+ community, and others who contribute to the diversity of our organization.