

JOB DESCRIPTION

JOB TITLE: Corporate Counsel

JOB TYPE: Full-Time

LOCATION: Denver, Colorado

SUPERVISOR/MANAGER: President

Our Company

The Focus Group of Companies (Focus) is a Denver-based collection of operating and investment companies. We acquire, develop and manage high-quality office, retail, residential, hospitality and mixed-use properties primarily in the Denver-metro area. Our portfolio includes a diverse range of assets including retail and office space, hotels, coworking spaces, surface parking lots, warehouse and self-storage facilities and special event space. We also own several operating companies that occupy many of our real estate assets. This includes Enterprise Coworking (our high-end coworking brand), Greenbox Self Storage (our environmentally friendly self storage company), Focus Corporation (our fun destination, novelty and licensed sportswear retail stores), and Focus Parking Systems (our in-house parking management company). Guided by the very same entrepreneurial spirit on which we were founded, Focus identifies and responds quickly to unique opportunities in the market with the mission of enhancing the communities in which we work and live. Our projects are executed through people of integrity, authenticity, professionalism, and drive.

Position Summary

Focus is seeking an experienced In-House Attorney with 4-7 years of experience. We are looking for an attorney who is primarily versed in commercial real estate matters, including acquisitions and sales, development, leasing, title, land use and entitlements, construction and architecture contracts, and loan and partnership documents. However, we are not looking for a specialist. The In-House Attorney will be involved in all legal matters of the company, which may include corporate, employment, and litigation matters. The In-House Attorney will engage and work with outside counsel when appropriate.

Responsibilities:

- Work closely with the CEO, President and senior executives to represent Focus in real estate and corporate legal matters, including contract negotiations, title review, entitlements and closings.
- Drafting, negotiation and review of real estate documents to include but not limited to contracts, leases, covenants, conditions and restrictions
- Assist in the negotiation of purchase and sale agreements, closing documents, leases, amendments, loan documents, settlement agreements, management agreements, fee agreements and operating agreements
- Lien disputes and construction contract administration
- Lender underwriting coordination/requirements
- Land use and rezoning processes
- General Legal Matters, including but not limited to Human Resources, Risk Management, Construction Law and Construction Liens

Qualifications:

- At least 4 years' experience in real estate and/or corporate practice required (6-7 years preferred)
- Strong work ethic /Team player
- Exceptional attention to detail
- Strong respect of confidentiality, moral obligations and fiduciary duties
- Ability to multi-task and work both in a team and independently
- Must display passion for working hard, and willingness to take initiative in a fast-paced environment
- An excellent academic record is required with admission to the Colorado Bar.
- Strong analytical skills with the ability to identify and manage priorities

The Perks:

Focus offers great benefits including health, dental, vision and life insurance, up to 4% match on 401K, 10 paid holidays, 3 weeks of paid time off for the first year (increasing to 6 weeks off after 11 years), free parking and a free ECO Pass! In addition to those great perks, our offices are located in Enterprise which is a coworking space that we developed. We get to reap the benefits of working out of the coworking space which includes goodies like local brewed coffee, local microbrews and soda on tap, ping pong (we get a little competitive), gym and a full calendar of all sorts of community events and fun Focus team events.

Our Values:

Focus started with a single employee and a single pushcart on Denver's 16th Street Mall. Guided by the following values, we have grown the company to a nearly 100-person team developing some of Denver's highest profile and most exciting projects:

- *Be Excellent.* We take ownership of our work. We are accountable and responsible.
- *Be Authentic.* We are real. We value open and honest communication.
- *Be Hungry.* We love to learn, share and grow. We get the right stuff done.
- *Be Happy.* We love to have fun. We are positive and optimistic.

To apply to this position email your resume to careers@focuscorporation.com.