

## Careers

Hawkins has been at the forefront of public finance for over 150 years, and is a national leader in infrastructure project delivery. We have a diverse array of practice areas and professional competencies within and related to public finance and infrastructure fields that enables the firm to deliver comprehensive and excellent service to our clients. The firm's team approach to client relationships is a major factor in recruiting new attorneys. Our attorneys include graduates of some of the country's most respected law schools. Most of our partners began as associates at the firm, and many of our attorneys have had prior service in government at the federal, state and local levels. This expertise enhances our abilities to serve our public sector, non-profit and financial institution clients.

Whether you're seeking opportunities as an attorney or as staff, Hawkins is always interested in candidates with superior qualifications and initiative who are seeking a challenging and rewarding work environment. Above all, the firm promotes dedication to the highest level of professionalism in an atmosphere of collegiality. We welcome your interest and questions.

Hawkins is an equal opportunity employer, committed to a work environment in which all individuals are treated with respect and dignity. The firm prohibits discrimination or harassment based upon race, color, religion, gender, age, national origin, citizenship status, disability, marital or partnership status, sexual orientation, actual or perceived gender and gender identity, veteran's status or any other legally protected status. This policy pertains to every aspect of an individual's relationship with the firm, including recruitment, hiring, compensation, benefits, training and development, promotion, transfer, discipline, termination, and all other privileges, terms and conditions of employment.

### A Word From Our Associates

Hawkins Delafield & Wood has achieved something special. To find someone who has worked here for 30 years or more is almost commonplace, staff and attorneys alike. Employees here find themselves members of a big family which supports each other throughout professional accomplishments and personal triumphs, as well as through the occasional lows. Within the first month of my having joined the firm, I felt camaraderie with fellow associates, paralegals and other staff, and I've also seen this support system continue into perpetuity for those who have moved on. What's more, the work I've done here has felt more meaningful because the clients my group serves are exclusively government or public interest, thus it has been all the more rewarding to see matters in the form of buildings and restoration projects come to fruition over the time I have been here. I've always felt like I received sufficient training from partners and senior associates, and whenever I have a question, I don't feel any resistance to asking. The positive work environment here has been a testament to Hawkins' continued success.

Associate, New York, NY Office

When I started my legal career at Hawkins over 10 years ago, I had no idea that (a) I would be here for so long, and (b) that I would be working amongst individuals who over time have become my family. From my very first day in the Newark office, I was given a warm welcome and treated as if I had been here for years. When you spend so much time in the office, especially as a new associate, it's nice to feel like you are "at home" and it really makes a difference when you have a close relationship with and respect the people you work with. At Hawkins, in my experience, that has always been the case. Projects can be challenging, deadlines have to be met, stressful situations arise on occasion, but at the end of the day, you are part of a team here at Hawkins. Over the years I have been lucky enough to have worked on large-scale public water, wastewater, solid waste and recycling, and renewable energy projects with clients from all over the country. Being born and raised in New Jersey, I especially love working on deals in-State and close to home. Aside from the

rewarding nature of the work at Hawkins, one of the things I love about the firm is the fact that it is truly a family-friendly, flexible and supportive law firm.

Associate, Newark, NJ Office

## **Career Opportunities**

**Interested candidates must submit a resume, law school transcript, cover letter and the linked [EEO form](#), to be considered.**

### **Tax Associate, New York, NY**

Hawkins is seeking an LL.M. in Taxation graduate, to join the firm's tax department in its New York City office. Excellent academic credentials, strong interpersonal skills, professional comportment, attention to detail and superior research and writing skills are required, and a background or demonstrated interest in government affairs or public finance is preferred. The successful candidate must be a member in good standing of, or have applied for admission to, the New York bar. The firm offers a collegial work setting, exposure to complex financial transactions and substantial opportunities for client interaction nationwide. Cover letter describing your interest, resume and unofficial transcript must be provided. Absent the required credentials stated, applicants will not receive a response.

### **Infrastructure Associate, New York, NY & Newark, NJ**

This associate position is available in the infrastructure group. The team is based in New York and practices nationally representing public agencies and financial institutions in implementing infrastructure projects on an alternative delivery and public-private partnership basis in the water, solid waste, social infrastructure, transportation and power sectors. We are looking for a candidate with 2-5 years of corporate transactional experience at a major law firm who is interested in representing public sector clients around the country in complex procurement and contract work developing large scale public works projects.

### **Associate, New York, NY**

We are seeking an additional associate in our national health care, higher education and cultural institution practices. Experience the daily professional and personal satisfaction of knowing that your work has contributed to the public good in tangible and meaningful ways.

At Hawkins, you will work on sophisticated, innovative transactions and cutting-edge financial products whose end users are local governments or nonprofit corporations. We represent public agencies, investment banks, hospitals, universities, social service agencies and cultural institutions. We are the leading firm in this industry and maintain this position through our unrelenting commitment to client service, excellence, integrity and collaborative problem-solving. We offer a collegial work setting, a problem-solving environment and extensive direct contact with clients and senior partners.

Ideal candidates will have 2+ years' experience in a transactional, health care, nonprofit, real estate, corporate or securities law practice, will be motivated self-starters with excellent communication skills, a commitment to integrity and excellence, and have the ability to thrive in a fast-paced environment. Bar admission, or pending Bar admission, in the applicable jurisdiction of residence is required.

If you want more from your practice, and are looking for a unique opportunity to build a career in public finance, we want to hear from you. Interested candidates should submit a resume, law school transcript and cover letter (including an indication of which of the above-listed offices is of primary interest).

### **Senior Arbitrage Analyst**

Financial Analysis & Services group is seeking a senior arbitrage analyst, with at least 2-3 years of experience. This position can be in New York, DC, Ann Arbor Michigan, Los Angeles, Sacramento, Portland, San Francisco. The primary role of the senior arbitrage analyst is to:

- Prepare and review arbitrage rebate and yield restriction compliance reports relating to tax-exempt bonds to ensure compliance with Federal tax law and regulations. Each report involves the review of legal documents, calculation of the rate of return on investments utilizing discounted cash flows models, and application of the Federal tax law and regulations for determining and minimizing rebate and yield restriction liabilities;
- Develop models for complex financing programs;
- Work closely with the managing director and tax attorneys in structuring bond financings;
- Coordinate and supervise analysts to ensure timely project completions; and
- Assist the managing director in marketing and operational planning.

Preferred requirements:

- Experience with tax-exempt bonds, fixed income investments, capital markets and accounting principles;
- Knowledge of the Federal tax laws and regulations relating to arbitrage rebate and yield restriction calculations;
- Strong analytical and mathematical skills and advanced knowledge of Microsoft Excel and Word;
- Ability to plan, organize and manage large volumes of work;
- Superior interpersonal skill in working and developing relationships with clients;
- Strong attention to details with the ability to solve problems; and
- Undergraduate degree preferably in finance, accounting, mathematics, statistics or other related fields; advance degrees are not required but are helpful.

### **Arbitrage Rebate Analyst, New York, NY**

The arbitrage rebate analyst works within the firm's Financial Analysis & Services group ("FAS"). FAS consists of non-attorney professionals working under the purview of the firm's tax department. The primary role of the analyst is to prepare various financial analyses and calculations relating to bond financings to ensure compliance with certain federal tax laws and regulations. Certain projects relating to "arbitrage" entail gathering historical investment information and analyzing such information using Excel spreadsheets to determine optimal investment returns. The analyst prepares reports using Word and Excel which include a summary of all assumptions and methodologies and the calculations for municipal bonds. Other projects may include developing and refining financial models, preparing yield calculations, loan amortization schedules, cash flow analyses, swap/hedge analysis, presentations, marketing materials, and research.

The arbitrage rebate analyst position requires an undergraduate degree, preferably in finance, economics, mathematics, statistics or other technical fields. Knowledge of fixed income securities (especially municipal bonds), accounting and general financial market terminology is preferred. Strong working knowledge of Excel and Word. Strong verbal and written communication skills. Detail-oriented with excellent organization skills.

### **Associate - Affordable Housing, Washington, DC**

Hawkins Delafield & Wood LLP is seeking an associate with at least three years of experience with HUD affordable housing, low-income housing tax credit or related programs is required. The position will be located in our Washington, D.C. office. All candidates should include a resume and cover letter. A writing sample would be helpful.

### **Diversity**

Hawkins Delafield & Wood LLP is committed to maintaining an inclusive culture and fostering a professional atmosphere that promotes equal opportunity and prohibits discriminatory practices. Hawkins has a longstanding commitment to recruiting and retaining a diverse community of administrative staff and attorneys.

Hawkins is proud of its commitment to diversity and inclusiveness. It is through the collaboration of individuals from diverse backgrounds that the firm is able to deliver the highest quality services to its clients. We value each individual's contributions to our legal practice. The firm supports the professional and personal development of individuals from distinct backgrounds and cultures.

Hawkins has been at the forefront of public finance for over 150 years, and is a national leader in infrastructure project delivery. We have a diverse array of practice areas and professional competencies within and related to public finance and infrastructure fields that enables the firm to deliver comprehensive and excellent service to our clients. The firm's team approach to client relationships is a major factor in recruiting new attorneys. Our attorneys include graduates of some of the country's most respected law schools. Most of our partners began as associates at the firm, and many of our attorneys have had prior service in government at the federal, state and local levels. This expertise enhances our abilities to serve our public sector, non-profit and financial institution clients.

Whether you're seeking opportunities as an attorney or as staff, Hawkins is always interested in candidates with superior qualifications and initiative who are seeking a challenging and rewarding work environment. Above all, the firm promotes dedication to the highest level of professionalism in an atmosphere of collegiality. We welcome your interest and questions.

Hawkins is an equal opportunity employer, committed to a work environment in which all individuals are treated with respect and dignity. The firm prohibits discrimination or harassment based upon race, color, religion, gender, age, national origin, citizenship status, disability, marital or partnership status, sexual orientation, actual or perceived gender and gender identity, veteran's status or any other legally protected status. This policy pertains to every aspect of an individual's relationship with the firm, including recruitment, hiring, compensation, benefits, training and development, promotion, transfer, discipline, termination, and all other privileges, terms and conditions of employment.

### **A Word From Our Associates**

Hawkins Delafield & Wood has achieved something special. To find someone who has worked here for 30 years or more is almost commonplace, staff and attorneys alike. Employees here find themselves members of a big family which supports each other throughout professional accomplishments and personal triumphs, as well as through the occasional lows. Within the first month of my having joined the firm, I felt camaraderie with fellow associates, paralegals and other staff, and I've also seen this support system continue into perpetuity for those who have moved on. What's more, the work I've done here has felt more meaningful because the clients my group serves are exclusively government or public interest, thus it has been all the more rewarding to see matters in the form of buildings and restoration projects come to fruition over the time I have been here. I've always felt like I received sufficient training from partners and senior associates, and whenever I have a question, I don't feel any resistance to asking. The positive work environment here has been a testament to Hawkins' continued success.

Associate, New York, NY Office

When I started my legal career at Hawkins over 10 years ago, I had no idea that (a) I would be here for so long, and (b) that I would be working amongst individuals who over time have become my family. From my very first day in the Newark office, I was given a warm welcome and treated as if I had been here for years. When you spend so much time in the office, especially as a new associate, it's nice to feel like you are "at home" and it really makes a difference when you have a close relationship with and respect the people you work with. At Hawkins, in my experience, that has always been the case. Projects can be challenging, deadlines have to be met, stressful situations arise on occasion, but at the end of the day, you are part of a team here at Hawkins. Over the years I have been lucky enough to have worked on large-scale public water, wastewater, solid waste and recycling, and renewable energy projects with clients from all over the country. Being born and raised in New Jersey, I especially love working on deals in-State and close to home. Aside from the rewarding nature of the work at Hawkins, one of the things I love about the firm is the fact that it is truly a family-friendly, flexible and supportive law firm.

Associate, Newark, NJ Office

## **Career Opportunities**

**Interested candidates must submit a resume, law school transcript, cover letter and the linked [EEO form](#), to be considered.**

### **Tax Associate, New York, NY**

Hawkins is seeking an LL.M. in Taxation graduate, to join the firm's tax department in its New York City office. Excellent academic credentials, strong interpersonal skills, professional comportment, attention to detail and superior research and writing skills are required, and a background or demonstrated interest in government affairs or public finance is preferred. The successful candidate must be a member in good standing of, or have applied for admission to, the New York bar. The firm offers a collegial work setting, exposure to complex financial transactions and substantial opportunities for client interaction nationwide. Cover letter describing your interest, resume and unofficial transcript must be provided. Absent the required credentials stated, applicants will not receive a response.

### **Infrastructure Associate, New York, NY & Newark, NJ**

This associate position is available in the infrastructure group. The team is based in New York and practices nationally representing public agencies and financial institutions in implementing infrastructure projects on an alternative delivery and public-private partnership basis in the water, solid waste, social infrastructure, transportation and power sectors. We are looking for a candidate with 2-5 years of corporate transactional experience at a major law firm who is interested in representing public sector clients around the country in complex procurement and contract work developing large scale public works projects.

### **Associate, New York, NY**

We are seeking an additional associate in our national health care, higher education and cultural institution practices. Experience the daily professional and personal satisfaction of knowing that your work has contributed to the public good in tangible and meaningful ways.

At Hawkins, you will work on sophisticated, innovative transactions and cutting-edge financial products whose end users are local governments or nonprofit corporations. We represent public agencies, investment banks, hospitals, universities, social service agencies and cultural institutions. We are the leading firm in this industry and maintain this position through our unrelenting commitment to client service, excellence, integrity and collaborative problem-solving. We offer a collegial work setting, a problem-solving environment and extensive direct contact with clients and senior partners.

Ideal candidates will have 2+ years' experience in a transactional, health care, nonprofit, real estate, corporate or securities law practice, will be motivated self-starters with excellent communication skills, a commitment to integrity and excellence, and have the ability to thrive in a fast-paced environment. Bar admission, or pending Bar admission, in the applicable jurisdiction of residence is required.

If you want more from your practice, and are looking for a unique opportunity to build a career in public finance, we want to hear from you. Interested candidates should submit a resume, law school transcript and cover letter (including an indication of which of the above-listed offices is of primary interest).

### **Senior Arbitrage Analyst**

Financial Analysis & Services group is seeking a senior arbitrage analyst, with at least 2-3 years of experience. This position can be in New York, DC, Ann Arbor Michigan, Los Angeles, Sacramento, Portland, San Francisco. The primary role of the senior arbitrage analyst is to:

- Prepare and review arbitrage rebate and yield restriction compliance reports relating to tax-exempt bonds to ensure compliance with Federal tax law and regulations. Each report involves the review of legal documents, calculation of the rate of return on investments utilizing discounted cash flows models, and application of the Federal tax law and regulations for determining and minimizing rebate and yield restriction liabilities;
- Develop models for complex financing programs;
- Work closely with the managing director and tax attorneys in structuring bond financings;
- Coordinate and supervise analysts to ensure timely project completions; and
- Assist the managing director in marketing and operational planning.

Preferred requirements:

- Experience with tax-exempt bonds, fixed income investments, capital markets and accounting principles;
- Knowledge of the Federal tax laws and regulations relating to arbitrage rebate and yield restriction calculations;
- Strong analytical and mathematical skills and advanced knowledge of Microsoft Excel and Word;
- Ability to plan, organize and manage large volumes of work;
- Superior interpersonal skill in working and developing relationships with clients;
- Strong attention to details with the ability to solve problems; and
- Undergraduate degree preferably in finance, accounting, mathematics, statistics or other related fields; advance degrees are not required but are helpful.

### **Arbitrage Rebate Analyst, New York, NY**

The arbitrage rebate analyst works within the firm's Financial Analysis & Services group ("FAS"). FAS consists of non-attorney professionals working under the purview of the firm's tax department. The primary role of the analyst is to prepare various financial analyses and calculations relating to bond financings to ensure compliance with certain federal tax laws and regulations. Certain projects relating to "arbitrage" entail gathering historical investment information and analyzing such information using Excel spreadsheets to determine optimal investment returns. The analyst prepares reports using Word and Excel which include a summary of all assumptions and methodologies and the calculations for municipal bonds. Other projects may include developing and refining financial models, preparing yield calculations, loan amortization schedules, cash flow analyses, swap/hedge analysis, presentations, marketing materials, and research.

The arbitrage rebate analyst position requires an undergraduate degree, preferably in finance, economics, mathematics, statistics or other technical fields. Knowledge of fixed income securities (especially municipal bonds), accounting and general financial market terminology is preferred. Strong working knowledge of Excel and Word. Strong verbal and written communication skills. Detail-oriented with excellent organization skills.

### **Associate - Affordable Housing, Washington, DC**

Hawkins Delafield & Wood LLP is seeking an associate with at least three years of experience with HUD affordable housing, low-income housing tax credit or related programs is required. The position will be located in our Washington, D.C. office. All candidates should include a resume and cover letter. A writing sample would be helpful.

### **Diversity**

Hawkins Delafield & Wood LLP is committed to maintaining an inclusive culture and fostering a professional atmosphere that promotes equal opportunity and prohibits discriminatory practices. Hawkins has a longstanding commitment to recruiting and retaining a diverse community of administrative staff and attorneys.

Hawkins is proud of its commitment to diversity and inclusiveness. It is through the collaboration of individuals from diverse backgrounds that the firm is able to deliver the highest quality services to its clients. We value each individual's contributions to our legal practice. The firm supports the professional and personal development of individuals from distinct backgrounds and cultures.