



Syncarpha Capital

About the Company

Syncarpha Capital is a premier distributed generation solar and storage platform that develops, finances, owns, and operates projects across the U.S. Founded in 2009, the Company combines strong leadership and market expertise with vertically integrated capabilities to manage every stage of the project lifecycle. Strategically focused on states with strong or emerging community solar programs, Syncarpha is positioned to break down barriers to deliver a sustainable, clean energy future for the communities it serves.

Our legal team sits at the center of that work. Every project we close touches real estate, construction, utility interconnection, incentive programs, and project-level debt and tax equity financing. We are a small, high-output group, and this role is a meaningful part of it.

Job Summary

Paralegal with a strong real estate background, demonstrated project management skills, and hands-on experience supporting lending or project finance transactions. Reporting to the General Counsel, you will manage title and survey review, land rights documentation, closing checklists, entity records, and diligence deliverables across a pipeline of solar and storage projects in multiple states.

This is a role for someone who likes owning the moving parts. You will be the person who knows where every document stands, what is outstanding, and who owes what — across development, finance, construction, and outside counsel. If you are comfortable running a closing checklist for a portfolio financing and chasing down a missing subordination agreement, you will do well here.

Key Responsibilities

Real Estate & Land Rights

- Order, review, and summarize title commitments, surveys, and lien searches; prepare title objection letters and track resolution through closing.
- Draft and manage execution of leases, easements, licenses, and related land rights instruments (including SNDAs).
- Maintain the site control database — critical dates, deadlines, and recording status — and flag upcoming items to the deal team.

Project Management & Closing Coordination

- Build and maintain closing checklists, signature packets, and document indices across multiple concurrent transactions.
- Own the diligence process end to end — data rooms, lender and investor requests, and status reporting.
- Coordinate signature collection and notarization, and distribute post-closing document sets.

Lending & Project Finance

- Support construction loans, term debt, and tax equity financings from term sheet through funding.
- Prepare conditions precedent packages, funding checklists, and related closing certificates.

- Prepare and file UCC-1 financing statements and amendments; run lien searches and maintain a perfection tracker across borrower entities.
- Track covenant deliverables and calendar recurring post-closing compliance dates.

Corporate & Entity Management

- Form and maintain project-level LLCs across multiple states — filings, qualifications, and good standing.
- Maintain minute books, org charts, and resolutions; prepare written consents and other entity authorizations.

General Legal Support

- Assist with interconnection agreements, PPAs, and other project documentation as needed.
- Manage outside counsel engagement letters, invoices, and budget tracking.

Location & Travel Requirements

- Job is based in New York City
- Hybrid (In office Tues – Thurs, home Mon and Fri)
- No travel

Contact

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