

## Corporate Counsel, Securities & Capital Markets

### About our Company:

Postal Realty Trust (PSTL) is the first and only publicly traded real estate investment trust (REIT) focused solely on the acquisition and management of properties leased to the United States Postal Service. We are looking for a talented and experienced attorney to join our team and provide leadership on a wide range of corporate, securities, and governance matters. The role would report directly to PSTL's President. The responsibilities will include all corporate and securities matters for a publicly traded company, including ensuring compliance with SEC and NYSE rules and regulations, preparing and reviewing SEC filings, assisting with matters related to the board of directors, and advising on corporate governance. REIT experience preferred.

### Key Responsibilities in the Role:

#### Corporate & Securities Support

- Oversee public company-related matters
- Ensure compliance with federal and state securities laws, with particular focus on '34 Act and '33 Act reporting, NYSE compliance, Regulation FD and insider trading policy
- Prepare and review SEC filings, including Annual Reports on Form 10-K, Quarterly Reports on Form 10-Q, Current Reports on Form 8-K, Proxy Statements, and Section 16 filings
- Familiarity with corporate governance requirements (including charters and regulatory requirements)
- Provide corporate secretarial support, including preparing and reviewing materials for board and committee meetings
- Assist with the preparation and planning for the annual stockholder meeting and shareholder engagements
- Advise on disclosure matters, including press releases, earnings releases, investor presentations and other external communications
- Familiarity with REIT, ESG, cybersecurity and climate-related rules and regulations

#### Capital Markets, Accounting & Finance Support

- Collaborate with, advise and support a broad range of departments and functions, including finance, accounting, tax, investor relations and others as necessary
- Assist with other legal matters, including credit agreements and capital markets transactions, contract administration, and Sarbanes Oxley compliance

Perform additional functions and projects as assigned.

### Requirements:

- Juris Doctorate, strong academic credentials and at least five years of experience in a nationally recognized law firm or in-house legal department

- Detailed understanding of public company disclosure and reporting requirements as well as experience in a broad range of securities and financial transactions
- Demonstrated ability to communicate (verbally and written) with all levels of internal and external stakeholders
- Exceptional attention to detail
- Demonstrated ability to set priorities and to respond to changing demands from multiple sources
- Excellent planning and organizational skills
- Proficiency with word processing software (Windows-based Word), creating and manipulating spreadsheets (Excel) and presentations (PowerPoint)
- Strong work ethic / Team player
- Experience with REITs a plus

**Salary Range:**

The expected salary range for this position is between \$200,000 and \$250,000. The actual compensation will be based on factors such as the candidate's work experience, scope and responsibility of the position, education/training, job-related skills, internal peer equity, market and business considerations, and other factors permitted by law. Applicable full-time offers also include discretionary bonus (which may include restricted stock units) and other benefits (including medical, dental, vision, and 401k).