



Opening doors to a better life

Manager of Multifamily Housing & Community Facilities Division

Posting Date: May 6, 2024

Closing Date: May 17, 2024

Salary: \$9,342 to \$12,712 monthly, depending on qualifications.***

Location: 1000 2nd Ave., Suite 2700, Seattle, WA
Our office is located in downtown Seattle's Financial District on 2nd Avenue and Spring Street and is within walking distance to Pike Place Market and Seattle's scenic waterfront.

***In addition to the salary posted above, this position will receive an additional 5% premium pay due to the position being located in King County.

We are currently recruiting for a **Manager of the Multifamily Housing & Community Facilities** position for the Washington State Housing Finance Commission. This position is responsible to assist with the oversight, daily operation and implementation of the Housing Credit and Tax-Exempt Bond programs, as well as program related investment programs statewide, creating over 5,000 affordable housing units through the issuance of over \$1.5 billion annually.

The **Multifamily Housing and Community Facilities Division** is responsible for developing, applying and implementing policy and program recommendations for the administration of five statewide financing programs: Multifamily Housing, Non-profit Housing, Non-profit Facility, Beginning Farmer and Rancher, and Sustainable Energy. These programs issue bonds, allocate tax credits, or administer loans for over 50 projects annually, involving owners, developers, and underwriters around the nation for projects located across the state.

NOTE: The duty station for this position is Seattle, WA. The work associated with this position will be performed through a combination of teleworking and complemented with onsite work and meetings as needed. Employees must reside in Washington state and within a reasonable distance of our worksite to respond to workplace reporting requirements.

Who we are:

The Commission is a market-driven and self-supporting state commission created to provide below-market rate financing for building, purchase and preservation of affordable housing, and non-profit capital facilities, and community services. To achieve its goals, the Commission functions as a financing conduit for developers, lenders, first-time home buyers, real estate professionals, beginning farmers and ranchers, and non-profit organizations to provide affordable financing for homes, rental housing, and cultural and social services facilities. Commission financing does not utilize or impact the state's credit.

We believe that creating a diverse, inclusive, and equitable environment is important and vital to the success of the Commission. We believe in working together to create an environment free from harassment and discrimination and moving beyond simple tolerance to embracing and celebrating the rich dimensions of diversity contained within each individual.

Principal Responsibilities:

- Leads and oversees policy development and implementation, and procedural improvements and workflow of the Division statewide.
- Administers federal, state, regional and local codes, policies and procedures including: Section 42 and 142 of the IRS Code, Washington State Tax Credit Program's Qualified Allocation Plan, Policies and Rules (WAC 262-01-130 and, WAC 262-03-040)
- Works with Commission's legal counsel in development, application and interpretation of program policies, Section 42 and 142 IRS Code and other Treasury rules and regulations.
- Coordinates complex modifications to contracts and other legal documents as well as procurement of service contracts within Division.
- As a member of the Administrative Management Team, actively participates in agency-wide and division planning and budget process; oversees execution and approval of purchase orders and monitor budget activity.
- Supervises the Senior Finance Associates in their administration of Division programs and individual bond issues.
- Supervise support staff, determine priorities, and allocate resources for the Multifamily and Community Facilities Division.
- Coordinates with all other Divisions within the Commission on issues dealing with specific bond transactions, areas of policy interface, and cooperative program development.
- Collaborate with the Director of Multifamily Housing and Community Facilities in preparing and implementing the annual strategic workplan and budget.
- Represents the Commission with other public and private agencies and organizations, the media and with the public at large. Market Commission programs through meetings with individuals and presentations before groups of all sizes.

We are most interested in candidates who meet or exceed the following criteria:

- At least four years professional work experience in private, public or non-profit housing or real estate finance or development or related field with at least two years management experience; experience with IRS Sec. 42 preferred.
- Planning and organizational skills to direct resources within budget and other parameters to achieve goals and objectives.
- Ability to multi-task and deal effectively with competing priorities within critical deadlines.
- Strong written and oral communication skills and ability to communicate openly and effectively at all levels.
- Working knowledge of PC word processing, spreadsheet and database software applications.

Desirable Education & Competencies:

- Bachelors and/or Master's Degree preferred with graduate or advanced degree in urban planning, real estate, finance or other related field.
- Experience with Salesforce.

Competencies:

- 1. Program Management.** Effectively direct and integrate all aspects of a project or program, ensuring that work progresses toward achieving goals and objectives.
- 2. Performance & Team Leadership.** Create and nurture a performance-based culture that supports efforts to accomplish the organizational mission and goals and builds a cohesive and results-oriented team.
- 3. Planning.** Logically integrate various ideas, intentions, and information to form effective goals, objectives, timelines, action plans, and solutions.

Benefits:

We offer a generous benefits package that includes a full array of family medical, dental, life and long-term disability insurance coverage; a state retirement plan; deferred compensation; 11 paid holidays; paid vacation, sick and military leave; subsidized bus, train, or ferry passes.

Application Procedures:

Interested applicants should apply by submitting a current resume, a complete list of three or more professional references, and a letter of interest specifically addressing the qualifications listed in this announcement by email (our preferred method), fax or postal service by **May 17, 2024** to:

Cindy Felker, Human Resources

Washington State Housing Finance Commission

1000 2nd Ave., Suite 2700

Seattle, WA 98104

Voice/Message: (206) 287-4402 OR 1-800-767-HOME **Fax:** (206) 587-5113

E-mail: cindy.felker@wshfc.org **Web Site:** <http://www.wshfc.org>

Applicants are encouraged to apply as soon as possible.

Please complete the Applicant Profile Form posted on our website and submit with your application materials. **The completion of this form is voluntary.** To qualify and receive veteran's preference, you must attach a copy of the discharge, DD214 or NGB Form 22, with your application materials. Please include your name and preferred pronouns in your application to ensure we address you appropriately throughout the application process.

By submitting the application materials, you are indicating that all information is true and correct to the best of your knowledge. You understand that the Housing Finance Commission may verify information and that untruthful or misleading information is cause for removal from the applicant pool or dismissal if employed.

The Washington State Housing Finance Commission is committed to providing equal employment, job assignments and promotional opportunities to all qualified applicants and employees. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. We are committed to providing reasonable accommodation to all staff as needed. Women, black, Indigenous and people of color, persons with disabilities, persons over 40 years of age, all honorably discharged veterans and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may contact Cindy Felker at cindy.felker@wshfc.org, or at 206-287-4402.