



Opening doors to a better life

Washington State Housing Finance Commission
Washington Management Service (WMS) Recruitment Announcement

**Manager of the Multifamily Housing
& Community Facilities Division**

Opening Date: July 8, 2019

Closing Date: Open Until Filled. *Applicants are encouraged to apply as soon as possible. The recruitment process will remain open until filled; however, the review process will begin **July 22, 2019.***

Salary: \$92,424 to \$108,732 annually, depending on qualifications.

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

The salary listed for this position does not include the 5% premium pay for positions based in King County effective July 1, 2019.

Would you like to participate in the development of housing programs and policies that help create more than 2,000 affordable housing units across the state of Washington each year? Would you like to feel like you are making a significant positive impact for the citizens of our state? Would you like to help lead a team of outstanding professionals as they work tirelessly to help allocate resources and facilitate financing of multifamily housing and community facilities? If so, then this is the job for you.

The Washington State Housing Finance Commission (WSHFC) is seeking a **Manager of the Multifamily Housing & Community Facilities Division** to manage the day to day operations and implementation of the Housing Credit and Tax Exempt Bond programs.

Agency Overview:

The WSHFC is a market-driven and self-supporting state commission created to provide below-market rate financing for building, purchase and preservation of affordable housing, non-profit capital facilities, energy efficiency, alternative energy production, 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.

The Multifamily Housing and Community Facilities Division is responsible for providing multifamily housing developers, owners of facilities for the elderly, non-profit organizations, organizations and individuals interested in energy efficiency and alternative energy production, and beginning farmers and ranchers access to below-market interest rate loans through the issuance of tax-exempt bonds; and by contributing to the production of affordable multifamily rental housing by allocating federal housing tax credits to provide private equity to fill the gap between project costs and available financing.

Key Responsibilities:

As a member of the WSHFC Management Team, the Multifamily Housing & Community Facilities Division Manager is responsible for:

- Oversee Business Process improvements and work flow
- 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 modifications to contracts and other legal documents as well as procurement of service contracts within division
- Assume policy decision-making and administrative functions of the Director of the Multifamily and Community Facilities Division when the Director is absent or unavailable.
- Supervise 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.
- Coordinate with all other Divisions within the Commission on issues dealing with specific bond transactions, areas of policy interface, and cooperative program development.
- Assist the Director of Multifamily Housing and Community Facilities in preparing and implementing the annual work plan and budget.
- Represent 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.
- Provide guidance, and oversight and management of Commission MOU's for the division's PRI programs, including energy, manufactured housing, Capital Plus, and other programs as appropriate and oversee business process improvements for these programs.

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
- At least two years of supervisory experience
- Minimum of a Bachelor's Degree in urban planning, finance, real estate, public policy or related field;
- 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

Preferred/Desired Education, Experience, and Competencies.

- Master's Degree preferred with graduate or advanced degree substituting for one of the required four years of work experience
- Experience with Salesforce Database
- Business process improvement and project management experience

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; credit union memberships; alternate workweek schedules, and telecommuting.

Application Procedures:

Individuals interested in this position may submit a current chronological resume that includes employment history, a complete list of three or more professional references, and a letter of interest specifically addressing the qualifications listed in this announcement including education, years of experience managing a diverse staff, and direct experience with Commission programs. Only those individuals who clearly demonstrate the stated qualifications will be considered. **Applicants are encouraged to apply as soon as possible. The recruitment process will remain open until filled; however, the review process will begin July 22, 2019.** You may submit materials by email (our preferred method), fax or postal service 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

Website: <http://www.wshfc.org>

In addition, please complete the Applicant Profile Form posted on our website and submit with your application materials. **The completion of this form is voluntary.**

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. Only those individuals who clearly demonstrate the stated qualifications will be considered.

To qualify and receive veteran's preference, you must attach a copy of the discharge, DD214 or NGB Form 22, with your application materials.

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. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era 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.