



WASHINGTON STATE  
HOUSING FINANCE  
COMMISSION

*Opening doors to a better life*

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## Contracts Coordinator

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**Posting Date:** November 20, 2023

**Closing Date:** Open until filled. Applicants are encouraged to apply as soon as possible as the review process will begin December 4, 2023.

**Salary:** \$5,956 to \$7,008 monthly, depending on qualifications.

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

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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 **Contracts Coordinator** position for the Washington State Housing Finance Commission. This position is part of the Multifamily Housing and Community Facilities division and will develop, document and track regulatory agreements and the allocation of low-income housing tax credits (LIHTC) through coordination with division analysts, compliance staff and database leads. Manage all database maintenance and new project activities including billing related to the 9% LIHTC allocations as well as the 4% LIHTC allocation.

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.

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:**

Develop, document and track regulatory agreements and the allocation of LIHTC through coordination with division analysts, compliance staff and database leads.

Manage all database maintenance and new project activities including billing related to the 9% LIHTC allocations as well as the 4% LIHTC allocation. Responsible for reporting that is dependent upon the database (including IRS Forms 8609 and 8610).

Analyze financial and legal documents submitted to the Commission and present findings to Director for approval.

Develop and maintain Placed-in-Service forms to gather new project information.

Create reports and documents (including IRS forms 8609 and 8610) using Homebase, Salesforce database.

Ensure appropriate and optimum use of the agency's resources.

Support effective communications throughout the organization.

Maintain the highest standards for personal/professional and ethical conduct and support the state's goals for a diverse workforce.

Support and promote the vision, mission and the values of the Commission.

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

Knowledge of real estate finance and development; federal, state and local housing funding programs; housing; planning policy; and nonprofit organizational structures.

Two to four years of professional level experience in a field relevant to responsibilities listed above.

Use of professional judgement and analytical skills to manage multiple competing priorities.

Working knowledge of PC Word processing and spreadsheet software applications

Detail oriented.

**Desirable Skills:**

4 years of professional work experience in private, public or non-profit housing or real estate, finance or development or related field. Paralegal, contracting or real estate related experience.

May substitute an additional two years of relevant work experience for the Bachelor's degree.

Application of complex federal and state regulations, policies and IRS code.

Strong written and verbal communication and public presentation skills.

Attention to detail and project management skills.

Understanding and familiarity with Salesforce

**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; 12 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 to:

**Cindy Felker, Human Resources**

**Washington State Housing Finance Commission**

**1000 2<sup>nd</sup> 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](mailto:cindy.felker@wshfc.org)   **Web Site:** <http://www.wshfc.org>

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.

**Applicants are encouraged to apply as soon as possible. The recruitment process will remain open until filled; however, the review process will begin December 4, 2023.** 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](mailto:cindy.felker@wshfc.org), or at 206-287-4402.