



Opening doors to a better life

Sustainable Energy Analyst

Posting Date: July 30, 2025

Closing Date: August 13, 2025. *Applicants are encouraged to apply as soon as possible. First review of applications is August 6, 2025.*

Salary: \$8,000 - \$10,860 Monthly

Location: Hybrid remote and onsite at 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 is currently receiving an additional 5% premium pay due to the position being in King County.

The Washington State Housing Finance Commission (WSHFC) is currently recruiting for a full-time, permanent Sustainable Energy Analyst position in the Multifamily Housing & Community Facilities Division.

The Multifamily Housing & Community Facilities Division ("MHCF" or the "Division") is one of the divisions of the Washington State Housing Finance Commission (the "Commission") with the primary responsibilities of assisting with the development of multifamily rental housing through the issuance of bonds and/or the allocation of Low-Income Housing Tax Credits ("LIHTC"). The division similarly participates through federal bonds and loan programs in assisting nonprofit organizations develop community facilities, assisting beginning farmer/ranchers in acquiring property, and the development of energy efficiency and renewable energy projects. This position is responsible for supporting transactions for the Sustainable Energy Trust ("SET"), the Bond/Tax Credit Program, as well as developing policy for both programs.

The Sustainable Energy Analyst supports the development of affordable housing and sustainable energy projects through the Bond/Tax Credit Program and the Sustainable Energy Trust. The Analyst must demonstrate a deep professional understanding of Commission programs as well as other private, public, and federal funding mechanisms, including renewable energy incentives, LIHTCs, and bond programs

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 agency created to provide below-market rate financing for building, purchasing, or preserving affordable housing and nonprofit capital facilities. The Commission functions as a financing conduit between developers, lenders, first-time home buyers, real estate professionals, and nonprofit organizations to provide affordable financing for homes, rental housing, civic and social services facilities, energy conservation projects and first-time farmers and ranchers.

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:

- The primary purpose of this position is to help with the timely financing of projects according to the Code, policies set by the Commission, and in conformance with state and local law.
- Apply a professional understanding of applicable Sections of the IRS Code and the Washington State Energy Code.
- Review Sustainable Energy Trust and Bond/Tax Credit application threshold requirements with delegated authority for scoring, completeness, borrower development capacity, underwriting and long-term viability, contracting, and conformance to both Federal and Commission policies and legal regulations.
- Functions also include the planning, organizing, and leading work performed for clients on behalf of the Division and Commission.
- Assure appropriate and optimum use of the Commission's resources and support effective communications throughout the organization, assisting division executive management in document and information preparation to be presented to the Commissioners, other divisions, and the executive office.
- Interpret and apply complex federal and state codes, policies, and procedures.
- Collaborate with MHCF's team members and across the Commission for best practices on program development and implementation.
- Engage with relevant external parties, including attorneys, energy program partners, energy modeling consultants, contractors, and utility representatives.
- Analyze feedback from interested parties and participants to improve program processes and outcomes.
- Research best practices, refine approaches, and make suitable recommendations for program components.
- Evaluate and underwrite projects for program participation through analysis of project viability, financial feasibility, and marketability.
- Research, compile, and analyze data for various reporting purposes.
- Work on additional special projects throughout the year as identified by management.
- Keep executive management timely informed of work progress or when program questions arise.
- Represent the Division/Commission at public meetings and conferences.

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

- Demonstrated knowledge of public policy, planning, or environmental studies focused on housing/facility development, public finance, and sustainable energy issues.
- Proven ability to apply knowledge of energy efficiency and renewable energy policy, programs, and procedures at federal, State of Washington, utility, and/or municipal levels.

Desirable Skills:

- A Bachelor's and/or Master's Degree in a related field is highly desirable,
- Demonstrated expertise in sustainable energy development and decarbonization of residential (single-family and multifamily), commercial, industrial, public, or community facilities.
- Familiarity with federal and state programs or measures providing financial support for energy efficiency and renewable energy systems and developments.
- A strong understanding of affordable housing finance and/or multifamily building's mechanical and energy systems.
- Thorough knowledge of policy, procedures, and applicable laws regarding LIHTCs (Low-Income Housing Tax Credits) and tax-exempt bond issuance.

- Familiarity with real estate finance, development, federal, state, and local funding programs, housing and planning policy, and non-profit organizational structures.
- Skilled application of professional judgment and analytical abilities to manage multiple competing priorities, supported by strong written and verbal communication, public speaking, and negotiation skills.
- Ability to communicate complex law and policy simply and effectively, in both written and oral formats.
- Capability to manage the diverse processes of different types of project management.
- Ability to work collaboratively with a wide range of people who have highly varying experience and knowledge of project development and sustainable energy.
- Aptitude for marketing effectively to Commission contacts.
- Strong negotiation abilities in the best interests of the Commission and the public at large, encompassing quick thinking, policy interpretation, situational assessment, creative problem-solving, consensus-building, diplomacy, and discerning when to be firm or when to concede.

A combination of skills, abilities, experience, and education may be substituted to demonstrate that you are qualified for this position. If you don't meet all the qualifications, we still encourage you to apply. We value diverse experiences and perspectives, and you may have skills that are a great match for our team

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

Application Procedures:

Applicants who meet the qualifications are asked to submit **all** the following items to be considered for this position:

- Completed NEOGOV online application: Please use the following link to do so:
<https://www.governmentjobs.com/careers/washington/jobs/5026437/sustainable-energy-analyst>
- Cover letter describing how your skills and experience align with the stated job responsibilities and qualifications.
- List of three or more professional references **(all references must be current and/or former supervisors)**,
- Current resume indicating relevant experience, knowledge, skills, and education.

Web Site: <http://www.wshfc.org>.

Applicants are encouraged to apply as soon as possible. The recruitment process will close on August 13th, 2025. First review of applications is August 6th, 2025.

Please include your name and pronouns in your application to ensure we address you appropriately throughout the application process.

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

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.

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 the WSHFC Recruiting Team at Christopher.vasquez@wshfc.org or at (206) 287-4439.