



King County

Invites Applications for the Position of:

Housing Finance Program Manager/Lead Underwriter/PPM IV

Apply online at <http://www.kingcounty.gov/jobs>

King County is committed to equity and diversity in the workplace. In addition, the county is committed to recruiting and maintaining a quality workforce that shares our guiding principles: collaborative, service-oriented, results-focused, accountable, innovative, professional and fair and just.

OPENING DATE/TIME: 09/12/19 12:00 AM (GMT -8:00)

CLOSING DATE/TIME: 10/01/19 11:59 PM (GMT -8:00)

SALARY: \$97,215.46 - \$123,226.06 Annually

LOCATION: Chinook Building - 401 5th Ave, Seattle

JOB TYPE: Career Service, Full Time, 40 hrs/week

DEPARTMENT: DCHS - Community & Human Services

JOB NUMBER: 2019SC10587

SUMMARY:

The Department of Community and Human Services values diverse perspectives and life experiences. The Department encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, veterans, and those with lived experience.

The Department of Community and Human Services (DCHS) provides equitable opportunities for people to be healthy, happy, self-reliant and connected to community.

King County supports affordable housing in all its forms and there is an acute need for access to housing across the County. The Housing Finance Program Manager/Lead Underwriter plays a key lead role directing the development of thousands of needed affordable housing units to create healthy and vibrant communities throughout King County. There is a dramatic need for new solutions and broader thinking to create units more quickly and efficiently. DCHS's Housing, Homelessness, and Community Development Division (HHCDD) is seeking a Housing Finance Program Manager with a strong technical underwriting background, excellent people management skills, and a passion for delivering affordable housing, who will work closely with the Capital Programs Manager, DCHS leadership, and stakeholders to effectively implement creative strategies.

The position focuses on implementing King County's Affordable Housing Strategies and directing the County's capital resources to efficiently serve the greatest need. The Housing Finance Program Manager leads the Housing Finance Program team to promote, underwrite, and manage real estate transactions across the continuum to serve a wide variety of housing needs that support King County's affordable housing goals, using various capital financing mechanisms and funding sources. The Housing Finance Manager oversees the annual Capital Funding Requests for Proposals processes, the County's Credit Enhancement Programs, and the Interim Loan Program, with the goal of financing new construction and/or preservation of rental and ownership housing opportunities for low- and moderate- income individuals and families as well as special needs populations.

Who May Apply: This position is open to all qualified candidates that meet the minimum qualifications.

Required Materials: Candidates who wish to be considered for this position must submit a complete King County application on line and respond to the supplemental questions.

Work Schedule This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. Typical hours are Monday - Friday 8am-5pm.

Recruiter: Susan.Churchill@kingcounty.gov

JOB DUTIES:

- Serve as the technical expert and lead underwriter for all transactions. Work with staff to maintain and update underwriting processes and provide guidance on housing project structures during initial pre-development stages prior to funding round applications.
- With the Capital Programs Manager, lead creation of new strategies for developing affordable housing county-wide. This will include implementing new targeted capital request for proposal processes, innovative use of County-owned property, new funding strategies, and innovative/nontraditional partnerships.
- Oversee all aspects of annual capital Request for Proposals (RFP) funding process for affordable housing projects that awards an average of \$30M to qualified proposals throughout the County, including drafting the Notice of Funding Availability (NOFA) and RFP, holding pre-application meetings with interested applicants, and developing and managing the application review and award processes.
- Deploy capital housing resources, including Federal, state and local funding such as HOME Program and Transit-Oriented Development Bond funds to support King County's affordable housing objectives.
- Coordinate review/comment processes related to project or program, oversee the Interim Loan program and request for use of the County's Credit Enhancement program.
- Embed a racial equity analysis and infuse approaches that promote racial, social and economic equity across work roles, processes and projects.
- Serve as an advocate for King County's affordable housing objectives in coordination with the Capital Programs Manager, including representing the Housing, Homelessness and Community Development Division in inter-jurisdictional meetings with other public funders and working groups as needed.
- Cultivate and lead a team of four including developing annual staff goals and workplans, cultivating a learning culture and accountability, and conducting performance evaluations.
- Lead and oversee the Housing Finance Program's annual work plan, including evaluating existing programs, modifying programs where necessary to improve outcomes, and

implementing new and/or innovative approaches to reduce homelessness and provide access to housing; Lead staff to implement program changes.

- Manage implementation of complex contracts and loans independently, utilizing knowledge of federal, state, and local funding requirements and processes.
- Serve on HHCDD's management team for the HFP Program and provide program and policy updates to Department and County leadership, including elected officials.
- In coordination with the Capital Programs Manager represent HHCDD at public hearings. Serve as the public information lead for the Housing Finance Program. Handle politically sensitive citizen calls. Work with community coalitions on behalf of the program.
- Work proactively and in good faith with other HHCDD, DCHS and All Home staff to cooperatively identify solutions to issues facing the program and department.
- Perform other related duties as assigned.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

- Bachelor's degree in public administration, urban planning or related field and/or equivalent education and experience.
- Minimum of five years' experience working in the development or financing of affordable housing.
- Demonstrated recent experience underwriting and structuring both multifamily and homeownership housing transactions, utilizing affordable housing capital programs including state and federal funds and low-income housing tax credits.
- Experience with United State Department of Housing and Urban Development (HUD) regulations and underwriting requirements for the HOME program.
- At least two years' experience effectively managing people and teams to generate strong program outcomes.
- Deep knowledge of equity and social justice principles and practices, and understanding of the effects of place-, race- and policy and systems-based inequities on marginalized communities.
- Excellent writing skills and communication skills including the ability to develop reports and make public presentations to large and small groups.
- Excellent analytic and problem-solving skills.
- Demonstrated ability to work collaboratively with a variety of stakeholders who may have markedly different perspectives, including individuals, teams and agencies (internally as well as externally).
- Strong facilitation and negotiation skills, and the demonstrated ability to develop partnerships with stakeholders to build consensus and develop reasonable solutions to issues and problems.
- Ability to work with creativity and flexibility both individually and with a team, to work with deadlines and on a number of tasks simultaneously; and to organize and prioritize quickly in response to changing needs.
- Intermediate skills in Microsoft Suite: Word, Excel, Outlook and the internet.
- **Desired Qualifications:**
 - Demonstrated ability to lead program innovation.
 - Demonstrated ability to evaluate programs for outcomes and implement change where necessary to improve program success.

Note: Online applications are preferred. However, if you cannot apply online, go to www.kingcounty.gov/jobs for other options.

If you need an accommodation in the recruitment process or an alternate format of this announcement, please inquire directly with the contact listed on the job announcement or the department's Human Resources Service Delivery Manager.