

Position Description

Position Title: Community Investment Compliance Manager

Department: Community Investment

Purpose:

Manages a team of employees who monitor Affordable Housing Program (AHP) funded projects and ensure compliance with regulatory requirements and Bank policies. Recommends and implements corrective action in resolving noncompliance. Initiates and implements policy and procedural changes as they relate to the current AHP regulations and future amendments.

Major Accountabilities:

- Manages the review process for confirming that all AHP projects have met their application commitments. Includes analysis of project feasibility, need for subsidy, tenant income qualification, and other applicable project scoring commitments. Includes acting as a final decision maker in all initial AHP project reviews and on periodic long-term income-qualification reviews for select projects.
- Manages the employment, promotion, employee performance evaluation, training, motivation, counseling, and discipline of assigned team members.
- Manages the resolution of non-standard compliance matters in collaboration with Community Investment Department (CID) managers. Includes negotiation with project sponsors and member financial institutions when repayment of AHP subsidy is required.
- Produces accurate monthly reports on noncompliant projects and other departmental issues.
- Develops and implements risk management strategies and controls related to AHP compliance.
- Prepares and reviews materials for presentation to the Affordable Housing Advisory Council and the Affordable Housing Committee of the Board of Directors.
- Provides key support during Federal Housing Finance Administration (FHFA) examinations by responding to FHFA questions, drafting responses, and other assigned tasks.
- Scores, evaluates, and determines eligibility, financial feasibility and need for subsidy of AHP applications submitted in the competitive round.
- Provides technical assistance to member financial institutions and project sponsors, and engages in outreach activities by representing the Bank at meetings, public speaking engagements, and community-sponsored events.
- Performs ad hoc affordable housing research and other tasks as requested by management.
- As needed, manages the process of developing or modifying policies and procedures to keep up with the evolution of the affordable housing industry and complementary housing programs. Begins with internal consensus building, leads to possible Implementation Plan changes or requests for regulatory interpretation, and concludes in communication of changes to outside parties.
- Participates in the establishment of department goals and implementing procedures and performance standards to achieve these goals.
- Works collaboratively with the CID team to ensure all programs are effective and efficient.

Skills/Knowledge:

- Bachelor's degree in Business Administration, Economics, Political Science, Public Policy, Urban Planning, Community Development, a related field or equivalent education required.
- Five to Seven years experience in affordable housing asset management or development within a financial institution or affordable housing developer with two year in supervisory or lead role, or equivalent work experience.
- Preferred knowledge of Affordable Housing Program (AHP) and monitoring requirements and the Low Income Housing Tax Credit (LIHTC) program.
- Must have an ability to analyze development budgets, operating pro formas, financial statements, cost certifications; familiarity with loan documents, subordination, soft loans, affordability retention and recapture mechanisms.
- Excellent communication skills both oral and written with strong analytical and problem solving skills.
- Demonstrated proficiency using Microsoft Excel and Word required.
- Must be detail-oriented and able to analyze, apply, interpret and communicate policies, procedures and regulations effectively.
- Able to take initiative in fast-paced work environment and able to interface with all functions at all levels both within and outside of the organization.

The Federal Home Loan Bank of San Francisco is an Equal Employment Opportunity employer and is committed to a diverse workforce. We value and actively seek to recruit, develop, and retain individuals with varied backgrounds and experiences reflecting the full diversity of the communities that we serve. It is the policy of the Bank to comply with all applicable laws concerning the employment of persons with disabilities.