



## JOB ANNOUNCEMENT

**Position:** HOUSING FINANCE ANALYST I, or HOUSING FINANCE ANALYST II  
**Location:** San Francisco  
**FSLA:** Full-time (40 hours/week), Non-exempt

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### About the California Housing Partnership

The California Housing Partnership (the "Partnership") is a statewide nonprofit consulting and housing policy organization whose mission is to create and preserve affordable and sustainable homes for Californians with low incomes by providing expert financial and policy solutions to nonprofit and public partners. The Partnership has helped our partners leverage more than \$25 billion in private and public financing to create or preserve more than 75,000 homes. Our 23-member Housing Finance team provides comprehensive financial consulting, training and technical assistance services to our partners. Typical partner projects range from new construction of family apartments with childcare to acquisition and rehabilitation of SRO buildings for extremely low-income residents with special needs.

### Essential Duties and Responsibilities

Housing Finance Analysts I and II's ("HFAs") assist California Housing Partnership Housing Finance Consultants and Senior Housing Finance Consultants ("HFCs") to advise clients on financial strategies to structure and maximize equity and bond or loan proceeds raised; guide clients on the selection of equity investors and lenders and negotiation of deal terms; prepare financial projections; and obtain funding from an array of competitive programs including:

- Low Income Housing Tax Credits (LIHTC)
- Tax-Exempt Bond Financing
- State of California Housing and Community Development (HCD) programs
- Local government HOME, CDBG, bond programs and other housing funds
- Project-based Section 8 Vouchers and contract extensions
- HUD and Rural Development Programs

HFAs are trained and supervised by HFCs and, after an appropriate initial training period, HFAs provide assistance to HFCs in such tasks including, but not limited to:

1. Run in-house financial proforma, including initial feasibility analyses; updates for further analyses such as funding applications, closings, conversions, investor updates, and placed in service submittals;
2. Review of investor and lender letters of intent and commitment letters; assist with bid comparison analyses;
3. Review of lender and investor loan, partnership and bond documents;
4. Preparation and/or review of financial sections of funding applications, including TCAC, CDLAC, HCD, AHP, local government and others;
5. Preparation and/or review of additional submittals to federal, state and/or local housing agencies, such as TCAC Subsidy Layering Review, Readiness, Carryover, and Placed in Service submittals; and updates to other agencies as may be required;

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Santa Barbara, CA 93103\*  
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6. Assistance with bond, loan and syndication closings and loan conversions;
7. Review of federal, state and local housing program regulations and/or guidelines;
8. Assistance with data analysis to support consulting practice or policy recommendations.

Time and skills permitting, Housing Finance Analyst II's will also:

9. Provide direct assistance to clients, under supervision of HFCs;
10. Assist in design and delivery of housing financing training sessions and presentations.

HFAs, like other California Housing Partnership employees, must periodically assist with basic office administrative functions consistent with a small nonprofit organization.

## Qualifications and Requirements

### Housing Finance Analyst II

- At least two (2) years' experience in affordable multifamily housing development and financing or substantially equivalent experience (a master's degree in a directly related subject area may substitute for direct experience);
  - Examples of related degree programs include urban studies/planning, economics, business, public policy, or any other social science with a strong emphasis on data analysis.
- Basic knowledge of current multifamily financing techniques, resources and guidelines/regulations, including the Low Income Housing Tax Credit (LIHTC) program;
- Basic experience in running multifamily rental real estate pro formas;
- Strong proficiency with Microsoft Excel; proficiency with Word and PowerPoint;
- Able and willing to take commercial airline flights within California (post-Covid pandemic restrictions).

### Housing Finance Analyst I

- At least one (1) years' experience in affordable multifamily housing development and financing or substantially equivalent experience (a bachelor's or master's degree in a directly related subject area may substitute for direct experience);
  - Examples of related degree programs include urban studies/planning, economics, business, public policy, or any other social science with a strong emphasis on data analysis.
- Proficiency with Microsoft Excel including basic equations and spreadsheet structure;
- Competency in Microsoft Word and PowerPoint;
- Able and willing to travel within California (post-Covid pandemic restrictions).

## Ideal Candidate

Our ideal candidate for any HFA at the Partnership is someone that:

- Has basic knowledge of affordable housing policy and finance issues.
- Has demonstrated experience, through course work, volunteering, or employment, in community development and/or social justice;
- Is a self-starter;
- Can multitask and handle overlapping deadlines and assignments.
- Is detail-oriented;
- Has strong organizational skills;
- Is able to perform independent research and analysis;
- Has strong interpersonal skills;
- Is highly skilled in verbal and written communication;
- Has proficiency with Apple computers and OS X standard applications.

In addition, our ideal Housing Finance Analyst II candidate is someone that also:

- Demonstrated hands-on experience with the Low Income Housing Tax Credit (LIHTC) program including experience preparing LIHTC applications and basic knowledge of LIHTC investment process;

- Is familiar with applying for and structuring tax-exempt bonds;
- Has project management experience with a LIHTC housing developer;
- Is knowledgeable of and able to discuss affordable rental housing policy issues.

#### Equal Opportunity Employer

The California Housing Partnership is an equal opportunity employer and is committed to creating a diverse, equitable, and inclusive workplace. We strongly encourage people of diverse backgrounds and identities to apply. For more information about the Partnership, visit our website at [www.chpc.net](http://www.chpc.net).

#### Compensation

The pay range for a Housing Finance Analyst II begins at **\$38.46** per hour.

The pay range for a Housing Finance Analyst I begins at **\$28.85** per hour.

**For both positions, the starting hourly rate will be based on experience and qualifications.**

Compensation for both positions include a competitive package of employee benefits including health, dental, vision, chiropractic/acupuncture, transit subsidy, health reimbursement account, employee assistance plan, and 403(b) retirement plan.

#### Application Deadline

Monday, June 14, 2021

#### TO APPLY

Send cover letter and resume to [careers@chpc.net](mailto:careers@chpc.net) with the subject line "Housing Finance Analyst [I/II] – [YOUR LAST NAME]." In your cover letter, please also include a response to the following question: *What professional and personal experiences inspire your commitment to community development and social justice issues?*