



## JOB ANNOUNCEMENT

**Position:** SENIOR HOUSING FINANCE CONSULTANT, or HOUSING FINANCE CONSULTANT  
**Location:** CA (Preferably San Francisco or Los Angeles)  
**FSLA:** Full-time (40 hours/week), 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

Senior Housing Finance Consultants ("SHFCs") and Housing Finance Consultants ("HFCs") advise our partners on financial strategies to structure and maximize equity and bond or loan proceeds raised, selection of equity investors and lenders, and negotiation of deal terms, preparation of financial projections and assistance in obtaining funding from a large array of competitive programs including:

- Tax-Exempt Private Activity Mortgage Revenue and 501(c)3 Bonds.
- Federal 9% and 4% Low Income Housing Tax Credits and State of CA Tax Credits.
- State of California Housing and Community Development (HCD) programs including: Affordable Housing and Sustainable Communities (AHSC); Veterans Housing and Homeless Prevention Program (VHHP); Multifamily Housing Program (MHP); Transit-Oriented Development (TOD); and Infill Infrastructure Grant (IIG); and National Housing Trust Fund (NHTF).
- California's No Place Like Home (NPLH) and Mental Health Services Act (MHSA).
- California Housing Finance Agency (CalHFA).
  
- State and local government HOME, CDBG and local trust funds.
- McKinney Supportive Housing Program.
- USDA Rural Development programs.
- Project-based Section 8 Vouchers and contract extensions.
- HUD multifamily and public housing programs, including Rental Assistance Demonstration (RAD), Section 8 PBRA contracts, 202/811 recapitalizations, FHA mortgage insurance, MAHRA, and Preservation programs.
- Federal Home Loan Bank AHP Program.
- Other federal, state and local funding sources.

After an appropriate training period, SHFCs and HFCs also must be able to:

**SAN FRANCISCO**  
369 Pine Street, Suite 300  
San Francisco, CA 94104  
Tel: (415) 433-6804

**LOS ANGELES**  
600 Wilshire Blvd., Suite 890  
Los Angeles, CA 90017  
Tel: (213) 892-8775

**SACRAMENTO**  
Sacramento, CA 95814\*  
Tel: (916) 683-1180

**SAN DIEGO**  
San Diego, CA 92117\*  
Tel: (858) 617-0579

**SANTA BARBARA**  
Santa Barbara, CA 93103\*  
Tel: (805) 914-5401

\*Mailing address: SF office

- Independently run the Partnership's in-house proforma considering all of the above funding sources, their rules and interactions.
- Provide expert advice to nonprofit and local government housing agency partners regarding the optimal use of all the financing programs and services described above.
- Provide expert consulting services on syndication and resyndication structuring, including a strong understanding of tax and financial concepts, as well as investor negotiating strategies.
- Provide expertise to our partners on exit strategies for projects where Tax Credits are reaching the end of their 15-year compliance period by analyzing project economics, tax and regulatory considerations, and assisting partners in structuring a financing plan that employs innovative techniques to ensure that the nonprofit sponsor can retain ownership of the project with minimal out-of-pocket cash requirements.

While the primary duties will be financial consulting services for nonprofit and local government housing agencies, all Housing Finance staff assist in designing and delivering training programs on the above topics. Similarly, they must be able and willing to provide expert technical assistance to the staff of nonprofit and local government housing agencies regarding the same list of topics. Finally, Housing Finance staff, like other Partnership employees, must periodically assist with basic office administrative functions consistent with a small nonprofit organization.

#### Approach to Providing Financial Consulting Services

Unlike typical financial advisors, the California Housing Partnership's Housing Finance staff do not see themselves as third-party consultants whose sole task is to run financial projections and advise on important financial decisions. Because we take to heart the part of our mission that focuses on building the long-term capacity of our clients, who we see as long-term partners, Housing Finance staff must be able and willing, after appropriate training, to provide intensive coaching and mentoring to less experienced project managers from our partner organizations as well as to engage more experienced project managers and Directors of Housing Development in detailed conversations about the pros and cons of various approaches to financing their developments and tips on avoiding pitfalls in the development process. SHFCs and HFCs should also provide inside information on the latest trends in pricing and likely changes to program regulations and funding sources before they change.

#### Qualifications and Requirements

- Experience in affordable multifamily housing development and financing.
  - SHFC: At least eight (8) years' experience.
  - HFC: At least four (4) years' experience.
  - *A Master's degree in a directly related field may substitute for up to one year.*
- Detailed knowledge of current multifamily financing techniques and resources including the rules of at least the most important financing programs listed.
- Extensive hands-on experience with the Low Income Housing Tax Credit (LIHTC) program including experience preparing LIHTC applications with minimal supervision and detailed knowledge of LIHTC investment structuring and analysis.
- Extensive experience in developing and running multifamily rental real estate proformas.
- Demonstrated experience with applying for and structuring tax-exempt bonds. (Preferred)
- Project management experience with an LIHTC housing developer. (Preferred)
- Experience in delivery or design of training. (Preferred)
- Detail-oriented self-starter with strong organizational skills.
- Ability to multitask and handle overlapping deadlines and assignments.
- Strong interpersonal skills and ability to thrive in small, nonprofit office environment.
- Excellent public speaking and writing skills.
- Proficiency with Apple computers and OS X standard applications
- Expert level ability with Microsoft Office products including Excel, Word and PowerPoint.
- Knowledge of and ability to communicate about affordable rental housing policy issues.
- Able and willing to take commercial airline flights within California.

### 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 salary range for a Senior Housing Finance Consultant begins at **\$145,000** per year.

The salary range for a Housing Finance Consultant begins at **\$110,000** per year.

**For both positions, the starting salary 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

May 31 – until position is filled.

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### TO APPLY

Email your cover letter and resume to [careers@chpc.net](mailto:careers@chpc.net) with the subject line “Housing Finance [Senior Consultant/Consultant] in [location] Candidate – [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?*