

## JOB ANNOUNCEMENT

<b>Title</b>	Finance Project Manager
<b>Compensation</b>	Current salary range: \$73,616 to \$99,907 Salary range starting July 1, 2022: \$79,873 to \$108,399  Benefits include medical, dental and vision, with coverage for spouse or child(ren) for \$200/month employee copay and full family coverage for \$300/month copay; employer contributions to 401(k) retirement account equal to 6% of salary; life/STD/LTD insurance; and vacation and sick leave.
<b>Status</b>	Full-time, regular, salaried, exempt position
<b>Reports to</b>	Director of Real Estate Development
<b>Application Process</b>	Send a cover letter and resume to <a href="mailto:andrea@HDC-NW.org">andrea@HDC-NW.org</a> , using the subject line <b>Finance Project Manager</b> . In your cover letter, please describe how your background and experience prepare you for this position.

*Housing Development Center is committed to employing a diverse workforce. Qualified applicants will receive consideration without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, gender expression, veteran status, or disability. We are committed to hiring and supporting those with disabilities through an inclusive work environment and accommodations for visible and non-apparent disabilities. If you need an accommodation to complete the application process, please contact our director of finance and operations, Meredith Bowie, at [meredith@hdc-nw.org](mailto:meredith@hdc-nw.org).*

### About Housing Development Center

Housing Development Center (HDC) is a nonprofit consulting group founded in 1993. Our staff of diverse professionals are committed to fostering equitable communities where all people have the opportunity to meet their basic needs and thrive. Working in communities across Oregon and southwest Washington, we provide integrated services in the areas of affordable housing and facilities development, asset management, policy and industry support, and community development financing.

At HDC, we ground to four guiding values: *orient to justice, practice creativity, seek environmental balance*, and *center community*. HDC is committed to fostering an inclusive workplace where people of all backgrounds feel welcome, valued, and supported to achieve and balance their professional and personal goals. Our team members bring diverse qualifications gained through formal education, job experience, and lived experience.

Our mission: *Centering those who have been historically oppressed, HDC collaborates with its partners to envision, develop, and sustain affordable homes and community places.*

For more information, visit [www.hdc-nw.org](http://www.hdc-nw.org)

## Position Summary

As a finance project manager at HDC, you will support nonprofit housing and service providers and housing authorities (HDC's clients) to develop and preserve affordable housing and community facilities. Working as a consultant to HDC clients, you will manage the financial aspects of development projects during all phases of development, pairing with an HDC construction project manager to provide coordinated services to each project development team. Collaborating with lenders, investors, public funders, and design-construction teams, you will assist your clients to secure project financing, select and engage with private-sector financing partners, structure financial transactions, and close construction and permanent financing.

## Essential Functions

As a finance project manager at HDC, you will...

- Demonstrate a strong commitment to HDC's organizational mission and values.
- Be able to work professionally, effectively, and respectfully with individuals of diverse backgrounds and with culturally specific organizations.
- Be able to work as an effective consultant to clients who have different collaboration styles and who bring different perspectives and experience levels to the development process.
- Be able to coordinate collaborative processes involving team members from multiple organizations and across disciplines.
- Be able to work independently, manage multiple priorities, and identify critical paths to desired outcomes.
- Work well with the HDC construction project managers you'll be teamed up with over long periods on your projects.
- Demonstrate technical skills and knowledge required to provide exceptional service to clients:
  - Use your up-to-date knowledge of affordable housing development tools and practices, including in-depth knowledge of the regulatory requirements of public

financing for affordable housing (e.g., low-income housing tax credits and HUD financing programs).

- Play a leadership role with a development team during the feasibility stage of a project. Based on available information, be able to provide the client/owner with a recommendation—potentially encompassing multiple development options—regarding a suitable path forward.
- Be able to prepare financial proforma models.
- Be proficient with Windows-based word processing and spreadsheet programs.
- Demonstrate excellent written and verbal communication skills.

Finance project managers at HDC must also fulfill these essential job requirements:

- Be willing and able to travel when necessary. HDC clients are based primarily in the Portland-metro area, along the I-5 corridor as far north as Vancouver, and on the Oregon coast.
- If using a personal vehicle for work travel, maintain a valid Oregon driver's license and meet HDC's minimum auto insurance requirements.
- Be willing and able to work some evenings and weekends, when necessary, to meet project milestones.

## Primary Responsibilities

As a finance project manager, you will...

*Fulfill the following responsibilities across all projects and client relationships assigned to you:*

- Act as primary point of contact for your clients' projects.
- Foster strong relationships with HDC clients and public and private funding partners.
- Work as part of a team of HDC project managers, participating in team meetings and providing feedback and support to peers.
- Provide project management services to two to four (2 to 4) multifamily-housing, community-facility, and/or mixed-use development projects at a time. (Project managers' workloads are generally spread across projects in various stages of development, including site acquisition, project feasibility and design, financing, construction, lease-up and stabilization.)

*Fulfill the following project-specific responsibilities:*

- Provide effective leadership to the project teams to which you are assigned. For each project, assist the client in the selection of development team members, coordinate the work of the development team, and monitor progress through project completion to ensure that the project remains in compliance with all financing and regulatory requirements.
- Provide consulting services to assist owners to evaluate feasibility of new development and preservation opportunities. For each project, coordinate financial work with the

development team to assist the client to arrive at a go/no-go decision in a timely, cost-effective manner, develop financial models, research funding sources, evaluate feasibility of multiple financing structures, and identify client risks and benefits.

- Develop and maintain development budgets from project inception through project stabilization and permanent-loan conversion. Prepare budget revisions as necessary to inform development decisions, complete funding applications, secure funding approvals, ensure adequate cash flow for project completion, and meet audit and compliance requirements.
- Prepare competitive funding applications to secure public financing for projects, including applications for low-income housing tax credits (LIHTCs), new markets tax credits (NMTCs), HUD and rural development (RD) funds, as well as other state and local governmental resources.
- For each project, work with your client to establish a financial structure that will support the long-term viability of the project and meet owners' requirements.
- Coordinate requests for proposals or other processes to select lenders and investors. Work with your client and its legal counsel to negotiate financing agreements for predevelopment, construction and permanent loans, tax credits (LIHTCs, NMTCs, Oregon NMTCs and agricultural worker tax credits), and grant sources.
- Coordinate due diligence and closing of private lender debt and public financing (predevelopment, construction-period, and permanent loans).
- Complete all necessary due diligence and documentation to meet public-financing and private-grant requirements through conversion of permanent financing.
- Coordinate and prepare monthly draws to ensure funder disbursement requirements are met and that projects comply with all regulatory requirements. This includes working with the direct point of contact (your client), the client's accounting department, and financing partners.
- Work with clients' bookkeepers and auditors to attain timely completion of cost certification and annual audits of project expenditures.
- Other duties as assigned.

### Required Qualifications and Experience

- Several years of experience in project management of multifamily housing development. Experience should include taking several projects through all phases of development from feasibility through conversion.
- Knowledge and experience working with income-property operating budgets, loan underwriting requirements, loan documents, and loan and investment negotiations.
- Experience over several projects leading and managing development team members to meet your clients' or employers' objectives.

## Preferred Qualifications and Experience

- Experience with the regulatory requirements of public financing for affordable housing, including low-income housing tax credits and HUD financing programs.
- Experience working for or with public or private multifamily lenders, investors, developers and/or property owners, including the negotiation of financing agreements.
- Experience with different project types (acquisition/rehab and new construction).
- Familiarity with local and State of Oregon affordable housing policies, programs, and participants.
- Experience with and commitment to building teams and workplaces that welcome individuals of diverse backgrounds.
- Experience as a consultant.