

The Texas State Affordable Housing Corporation (TSAHC) is a dynamic, self-supporting nonprofit created by the Texas Legislature to meet the housing needs of low- and moderate-income Texans. We do this primarily by creating and managing programs that help Texans buy homes and developers build affordable communities. Our work is supported by motivated team members who believe in each other and in the work we do. We invite you to find out more about us at www.tsahc.org.

One of TSAHC's primary public purposes is to develop partnerships with locally based affordable housing developers and support them through lending and land banking activity. The Corporation is currently seeking a Development Finance Specialist/Manager to oversee daily operations of our lending and land banking activity.

Development Finance Specialist

The Development Finance Specialist/Manager works under the guidance of the Director of Development Finance. Work involves the sale and purchase of properties, the review of applications for the Texas Housing Impact Fund, Neighborhood Stabilization Program (NSP) home buyer applications, loan underwriting for rehab and new construction projects, and contract management. Responsibilities also include managing and increasing TSAHC's land bank partnerships and expanding the program into new markets across Texas.

Essential Duties and Responsibilities:

- Coordinate property closings, acquisitions, and other activities related to the Affordable Communities of Texas program.
- Review applications, agreements, policies and related documents, to ensure compliance with multiple programs.
- Perform customer service activities and compliance training with local partners and borrowers in person, by email, or by phone.
- Maintain detailed and comprehensive records, conduct internal audits and maintain relationships with federal and state grantors.
- Prepare memos, correspondence, and reports.
- Perform data entry and basic financial analysis for multifamily and single family development projects.
- Oversee the update of performance measures and online reporting systems.
- Ensure homes built or rehabbed adhere to applicable building standards and federal guidelines.
- Coordinate and participate in applicable committees meetings, including taking detailed notes and meeting minutes.
- Field inquiries about land banking, land trust, and lending activities as needed.
- Other duties as assigned.

Qualifications:

The ideal candidate will be highly organized, detail-oriented and have a strong background in project management, residential and/or commercial lending, and real estate underwriting.

- Minimum of two years' experience in loan underwriting, real estate project management or similar experience related to the above referenced Essential Duties and Responsibilities.
- Comprehensive understanding of residential real estate finance.
- Attention to detail and high level of organization with the ability to manage several tasks at once.
- Must have strong verbal and written communication skills, as well as presentation and negotiation skills.
- Ability to provide exceptional customer service and establish a friendly rapport with local partners, lenders, realtors, NSP home buyers and vendors.
- Proficiency in the use of Microsoft Access, Excel, Word and Outlook.
- Ability to compose complex reports and notices.
- High level of integrity and dependability with a strong sense of urgency and results-orientation.
- Self-motivated individual who can thrive independently in a professional environment.
- Ability to problem-solve and provide innovative suggestions to improve policies and processes.
- Work collaboratively as part of a team.
- Able to travel up to 10% of the time, including overnight travel.
- Willingness to work over 40 hours per week as needed.
- Other duties as assigned.

Preferred:

- Bachelors or similar degree from accredited four-year college or university.
- Experience with residential real estate underwriting.
- Experience with the federal Neighborhood Stabilization Program.
- Experience working for or with state or local affordable housing providers.

Compensation and Benefits:

The position is a full time, salaried, non-managerial position. Compensation will be based on relevant experience. Additionally, our benefits package includes the following:

- Healthcare plan
- Dental & vision plan
- 403(b) retirement plan with employer match
- Paid holidays
- Life insurance

We work to maintain the best possible environment for our employees where people can learn and grow with the company. We strive to provide a collaborative, creative

environment where each person feels encouraged to contribute to our processes, decisions, planning and culture.

To Apply:

Qualified candidates should submit their resume and required cover letter to David Danenfelzer at ddanenfelzer@tsahc.org. Please reference "Development Finance Specialist" in the subject line.

For more information on TSAHC, please visit us at www.tsahc.org.

TSAHC is an Equal Opportunity Employer