

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 rental communities. Our work is supported by motivated team members who believe in each other and in the work we do. 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. We invite you to find out more about us at www.tsahc.org.

Development Finance Program Coordinator

The Development Finance Program Coordinator works under the guidance of the Development Finance Specialist and will assist with the daily operations of the Affordable Communities of Texas (“ACT”) Land Bank and Texas Housing Impact Fund programs. These programs have produced more than 3,000 housing units across the State of Texas in the past 10 years. The Texas Housing Impact Fund has lent more than \$20 million to community-based housing providers to construct new single-family homes and rental properties. The ACT program has acquired and rehabilitated or built new homes on more than 350 lots and has a current portfolio of nearly 200 lots.

The position requires considerable knowledge of affordable housing management, real estate procedures and federal funding compliance. The position may require minimal travel within the State of Texas

Essential Duties and Responsibilities:

- Oversee relationships with local partners, builders and local government agencies.
- Coordinate property acquisitions, sales, maintenance and other land bank activities.
- Process draws from borrowers and manage home buyer qualification.
- Assess borrower and local partner proposals as well as assist with general program and property inquiries.
- Assist with updating program policies and standard operating procedures.
- Perform extensive customer service activities with local partners and borrowers in person, by mail or by phone.
- Maintain adequate 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 input of performance measures into computer-based reporting systems.
- Other duties as assigned.

Qualifications:

- The position requires knowledge of affordable housing development, federal housing program compliance as well as programs offered by state or local housing finance agencies.
- Basic understanding of state and federal laws and regulations relating to affordable housing and community development.
- Experience in processing real estate acquisitions and closings. Proficiency in the use of Microsoft Outlook, Excel, Access, Word, and Google Maps.
- Ability to plan, organize, and coordinate multiple program operations.
- Excellent writing and speaking skills.
- Ability to compose complex reports and notices.
- Willingness to work over 40 hours per week as needed.
- High level of integrity and dependability with a strong sense of urgency and results- orientated.
- Self-motivated individual who can thrive in a professional environment.
- Ability to 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.

Preferred:

- Bachelors or similar degree from accredited four-year college or university in finance, community development or banking.
- Experience in affordable housing.
- Experience in contract management, asset management, and customer service.
- Experience working for or with state or local housing finance agencies or housing nonprofit.
- Graduate level education in related field will be considered as equivalent of one year of work experience.

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

To Apply:

Qualified candidates are encouraged to submit their resume and cover letter by email to Cassandra Ramirez cramirez@tsahc.org. Please reference "Development Finance Program Coordinator" in the subject line.

Initial interviews will be conducted by phone with follow-up interviews by video conference or in-person while following City of Austin Health Authority Emergency Rules. During the COVID-19 outbreak, this position's duties, and training for this position, can be accomplished remotely. However, this position is otherwise an in-office position at our Austin, Texas location.

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

TSAHC is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.