

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. TSAHC is currently seeking a Development Finance Specialist to support daily operations of our lending and land banking activity.

Development Finance Specialist

The Development Finance Specialist works under the guidance of the Director and Manager of Development Finance. Work involves the review of applications to the Texas Housing Impact Fund, collection of data for underwriting rehab and new construction projects, communication with borrowers and local partners, and contract management.

Essential Duties and Responsibilities:

- Coordinate property closings, acquisitions, and other activities related to the Affordable Communities of Texas program.
- Initial processing of applications, including data entry, creation of shared drive folders and communications with other departments on status of applications.
- Assist with application review to build skills in project management and underwriting.
- Complete data entry and monthly reporting using PowerApps, SharePoint and Power BI.
- Field inquiries about land banking, land trust, and lending activities as needed.
- Perform customer service activities and build the capacity of 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.
- Coordinate and participate in applicable committee meetings, including taking detailed notes and meeting minutes.
- 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 real estate development or project management, with an open mind to learning about affordable housing and commercial real estate financing.
- 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 critical thinking skills.
- Ability to provide exceptional customer service and establish a friendly rapport with local partners, borrowers, realtors, and vendors.
- Proficiency in the use of Microsoft Excel, Word, Outlook, and SharePoint.
- Experience with PowerApps, Dataverse and Power BI is a plus.
- Ability to compose complex reports and analyze real estate transactions.
- 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, Associates, or similar degree from accredited college or university.
- Experience with residential real estate underwriting.
- Experience working for or with state or local affordable housing providers.

Compensation and Benefits:

The position is a full time, salaried, non-managerial position. TSAHC requires staff to work in our offices at 6701 Shirley Ave, Austin, Texas on Tuesday and Wednesday, each week.

The salary range for this position is \$50,000 to \$60,000, dependent on experience and skill set. Additionally, our benefits package includes the following:

- Healthcare plan
- Dental & vision plan
- 403(b) retirement plan with employer match
- Paid vacation, holidays and sick leave
- Life insurance
- Dependent Care and Parental Leave Plan

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