



*Opening doors to a better life*

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## Data Consultant 3

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**Posting Date:** April 15, 2024

**Closing Date:** Open until filled. Applicants are encouraged to apply as soon as possible as the review process will begin April 29, 2024.

**Salary:** \$4,968 to \$6,676 monthly, depending on qualifications.\*\*

**Location:** 1000 2<sup>nd</sup> Ave., Suite 2700, Seattle, WA  
Our office is located in downtown Seattle's Financial District on 2<sup>nd</sup> Avenue and Spring Street and is within walking distance to Pike Place Market and Seattle's scenic waterfront.

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\*\*In addition to the salary posted above, this position will receive an additional 5% premium pay due to the position being located in King County.

We are currently recruiting for a **temporary Data Consultant 3** position for the Washington State Housing Finance Commission. As part of the Multifamily Housing and Community Facilities Division this position's primary focus is to support the Senior Policy Advisor working in coordination with the Asset Management and Compliance Division on the Commission's efforts to stabilize rents for residents in its affordable housing portfolio. A secondary focus is supporting research and analysis efforts to develop preservation strategies for the affordable housing portfolio. This temporary position is expected to last until December 31, 2024.

The **Multifamily Housing and Community Facilities Division** is responsible for developing, applying and implementing policy and program recommendations for the administration of five statewide financing programs: Multifamily Housing, Non-profit Housing, Non-profit Facility, Beginning Farmer and Rancher, and Sustainable Energy. These programs issue bonds, allocate tax credits, or administer loans for over 50 projects annually, involving owners, developers and underwriters around the nation for projects located across the state.

The duty station for this position is Seattle, WA. The work associated with this position will be performed through a combination of teleworking and complemented with onsite work and meetings as needed. Employees must reside in Washington state and within a reasonable distance of our worksite to respond to workplace reporting requirements.

### **Who we are:**

The Commission is a market-driven and self-supporting state commission created to provide below-market rate financing for building, purchase and preservation of affordable housing, and non-profit capital facilities, and community services. To achieve its goals, the Commission functions as a financing conduit for developers, lenders, first-time home buyers, real estate professionals, beginning farmers and ranchers, and non-profit organizations to provide

affordable financing for homes, rental housing, and cultural and social services facilities. Commission financing does not utilize or impact the state's credit.

We believe that creating a diverse, inclusive, and equitable environment is important and vital to the success of the Commission. We believe in working together to create an environment free from harassment and discrimination and moving beyond simple tolerance to embracing and celebrating the rich dimensions of diversity contained within each individual.

**Principal responsibilities:**

- Lead position responsible for data analysis to support policy solutions to stabilize rents for residents in the Commission's affordable housing portfolio by providing reports, data and presentation materials to assist with policy and program development. Responsible for analysis accuracy and project management of data analysis efforts, documenting methodology and sourced data sets.
- Assist in analysis of the affordable housing portfolios preservation needs, identifying areas of opportunity to inform the Commission's preservation strategy.
- Generating and analyzing report data pulled from the Commission's databases, conducting research on efforts in other states and compiling summarizing findings to inform policy solutions.
- Coordinate and communicate across the Multifamily Housing and Community Facilities division and Asset Management and Compliance division on data needs and findings.
- Assist in preparing presentation materials for engagement efforts with interested parties and for briefing for Commission leadership as well as the Legislature.

**We are most interested in candidates who meet or exceed the following criteria:**

- Bachelor's Degree or four years of experience in policy analysis, public affairs, data management, data analytics, math or statistics or a related field. Formal education and/or training in any of the above will substitute year for year for experience.
- At least one to two years of direct experience in statistics, research and reporting, data analysis, or general database work and presentations.
- Must have presentation skills, database and policy analysis skills, and the ability to communicate effectively.
- Must be proficient in Microsoft Office including Word, PowerPoint, Access, and Excel.

**Desirable skills:**

- Excellent administrative skills and able to use independent judgment to accomplish assignments and/or problem solving.
- The ability to focus on the minute details and identify trends in large data sets.
- Able to work independently and as a team member with people from various backgrounds and interests.
- Maintain high ethical standards and client confidentiality.
- A positive attitude, excellent customer service skills, attention to detail, proofreading proficiency, accuracy, strong organizational skills, the ability to be inquisitive and to discern conflicting data and be open minded to a variety of differing opinions and solutions are required.

**Benefits:**

We offer a generous benefits package that includes a full array of family medical, dental, life and long-term disability insurance coverage; a state retirement plan; deferred compensation; 12 paid holidays; paid vacation, sick and military leave; subsidized bus, train, or ferry passes.

**Application Procedures:**

Interested applicants should apply by submitting a current resume, a complete list of three or more professional references, and a letter of interest specifically addressing the qualifications listed in this announcement by email (our preferred method), fax or postal service to:

**Cindy Felker, Human Resources**

**Washington State Housing Finance Commission**

**1000 2<sup>nd</sup> Ave., Suite 2700**

**Seattle, WA 98104**

**Voice/Message:** (206) 287-4402 OR 1-800-767-HOME   **Fax:** (206) 587-5113

**E-mail:** [cindy.felker@wshfc.org](mailto:cindy.felker@wshfc.org)   **Web Site:** <http://www.wshfc.org>

Please complete the Applicant Profile Form posted on our website and submit with your application materials. **The completion of this form is voluntary.** To qualify and receive veteran's preference, you must attach a copy of the discharge, DD214 or NGB Form 22, with your application materials. Please include your name and preferred pronouns in your application to ensure we address you appropriately throughout the application process.

**Applicants are encouraged to apply as soon as possible. The recruitment process will remain open until filled; however, the review process will begin April 29, 2024.** By submitting the application materials, you are indicating that all information is true and correct to the best of your knowledge. You understand that the Housing Finance Commission may verify information and that untruthful or misleading information is cause for removal from the applicant pool or dismissal if employed.

The Washington State Housing Finance Commission is committed to providing equal employment, job assignments and promotional opportunities to all qualified applicants and employees. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. We are committed to providing reasonable accommodation to all staff as needed. Women, black, Indigenous and people of color, persons with disabilities, persons over 40 years of age, all honorably discharged veterans and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may contact Cindy Felker at [cindy.felker@wshfc.org](mailto:cindy.felker@wshfc.org), or at 206-287-4402.