Washington State Housing Finance Commission
Washington Management Service (WMS) Recruitment Announcement

Manager of the Homeownership Division

Opening Date: April 30, 2015 – Updated announcement

Closing Date: Open Until Filled. The recruitment process will remain open until filled; however applicants are encouraged to apply as soon as possible.

Salary: $74,972 to $89,000 annually, depending on qualifications.

Location: 1000 2nd Ave., Suite 2700, Seattle, WA
Our office is located in downtown Seattle’s Financial District on 2nd Avenue, within walking distance to Pike Place Market and Seattle’s scenic waterfront.

Would you like to participate in the development of housing programs and policies that help more than 2000 people each year become homeowners across the state of Washington? Would you like to feel like you are making a significant positive impact for the citizens of our state? Would you like to help lead a team of outstanding professionals as they work tirelessly to make homeownership happen? If so, then this is the job for you.

The Washington State Housing Finance Commission (WSHFC) is seeking a Manager of the Homeownership Division to manage the day to day operations, development, and tactical implementation of all homeownership, homebuyer education, and training programs.

Agency Overview:

The WSHFC is a market-driven and self-supporting state commission created to provide below-market rate financing for building, purchase and preservation of affordable housing, non-profit capital facilities, energy efficiency, alternative energy production, 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.

The Homeownership Division’s origination programs provide loans for over 2,000 single family homebuyers each year utilizing various funding sources including the mortgage revenue bond programs, mortgage credit certificate programs, daily priced programs and other special programs as determined. We sponsor a statewide program of homebuyer education seminars and housing counselors. We partner with realtors, non-profits, government entities, and other affordable housing advocates.
Key Responsibilities:

As a member of the WSHFC Management Team, the Homeownership Division Manager is responsible for:

- The Homeownership program, Homebuyer Education program, Training program, and policy development implementation.
- Manages and trains 9 professional staff and 3 clerical staff.
- Reviews pre and post-closing files for Commission and IRS compliance.
- Negotiates the development and administration of new programs for the Homeownership and Homebuyer Education programs to conform with all underwriting guidelines as established by Fannie Mae, Freddie Mac, HUD, IRS and other investors. Provides research and development of new programs in these areas as the opportunities arise or as directed by the board or legislature.
- Plans, leads, organizes and controls the work performed by the Division assuring appropriate and optimal use of agency resources, and enhancing employee effectiveness through timely appraisals and professional development opportunities.
- Supports and promotes the vision, mission and values of the Commission.
- Provides recommendations to an annual work plan and budget.
- Provides recommendations to the divisional policies and delivery of services.
- Develops strong partnerships, collaborative approaches, and effective communication internally and externally.
- Works with minimal supervision and collaboratively across organization lines.

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

Bachelor’s degree in Finance, Real Estate, Public Policy or a related field and 5 years of professional work experience in private, public or non-profit housing or real estate finance or development, or related field, including 3 years of staff management experience, and 3 years of experience working with daily-priced mortgage programs, bond financing, and programs like the Home Advantage, Mortgage Credit Certificate, House Key state bond loan program and down payment assistance programs.

Knowledge of:

- FHA, VA, and conventional underwriting guidelines.
- Legal principals related to ownership entities and contracts in these program areas.
- Advanced Management principles.
- Budget Management
- Cost benefits analysis.
- Human resource management.
- Technical writing.
- Ability to work independently, exercise good judgment and create and promote a positive work environment to support the mission, vision, goals and values of the Commission.
Benefits:
The Manager reports to the Director of Homeownership Programs and falls under Washington Management Services (WMS) guidelines. 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; 11 paid holidays; paid vacation, sick and military leave; subsidized bus, train, or ferry passes; credit union memberships; alternate workweek schedules, and telecommuting.

Application Procedures:
Individuals interested in this position may submit a current chronological resume that includes employment history, a complete list of three or more professional references, and a letter of interest specifically addressing the qualifications listed in this announcement including education, years of experience managing a diverse staff, and direct experience with Commission programs. Only those individuals who clearly demonstrate the stated qualifications will be considered. Applicants are encouraged to apply as soon as possible. You may submit materials by email (our preferred method), fax or postal service to:

Cindy Felker, Human Resources
Washington State Housing Finance Commission
1000 2nd 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
Website: http://www.wshfc.org

To qualify and receive veteran’s preference, you must attach a copy of the discharge, DD214 or NGB Form 22, with your application materials.

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. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era 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, or at 206-287-4402.