



Opening doors to a better life

Manager of Multifamily Housing & Community Facilities Division *Washington Management Service (WMS Band 3) Recruitment Announcement*

Posting Date: May 6, 2022

Closing Date: **Open until Filled.** *Applicants are encouraged to apply as soon as possible. The recruitment process will remain open until filled; however, the review process will begin **May 23, 2022.***

Salary: \$95,196 to \$118,200 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 and Spring Street and is within walking distance to Pike Place Market and Seattle's scenic waterfront.

**In addition to the salary posted above, this position is currently receiving an additional 5% premium pay due to the position being in King County.

We are currently recruiting for a **Manager of the Multifamily Housing and Community Facilities Division** of the Washington State Housing Finance Commission. This position is responsible to assist with the oversight, daily operation and implementation of the Housing Credit and Tax-Exempt Bond programs creating over 2,000 affordable housing units annually.

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 to our worksite to respond to workplace reporting requirements.

Per Governor Inslee's [Proclamation 21-14.1](#), all state employees must be fully vaccinated. Your vaccine status will be verified upon hire. Please contact Cindy Felker at Cindy.felker@wshfc.org or 206-287-4402 if you need information on medical or religious accommodation.

Who we are:

The Commission is a market-driven and self-supporting agency created to provide below-market rate financing for building, purchasing, or preserving affordable housing and nonprofit capital facilities. The Commission functions as a financing conduit between developers, lenders, first-time home buyers, real estate professionals, and nonprofit organizations to provide affordable financing for homes, rental

housing, civic and social services facilities, energy conservation projects and first-time farmers and ranchers.

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:

- Oversee Business Process improvements and workflow for the federal tax credit program
- Administers federal, state, regional and local codes, policies, and procedures including Section 42 and 142 of the IRS Code
- Washington State Tax Credit Program's Qualified Allocation Plan, Policies and Rules (WAC 262-01-130 and WAC 262-03-040)
- Works with Commission's legal counsel in development, application and interpretation of program policies, Section 42 and 142 IRS Code and other Treasury rules and regulations
- Coordinates modifications to contracts and other legal documents as well as procurement of service contracts within division
- Supervise the development/financial analysts in their administration of division programs and individual tax credit projects
- Supervise administrative staff, determine priorities, and allocate resources for the Multi-Family and Community Facilities Division.
- Coordinate with all other Divisions within the Commission on issues dealing with specific tax credit transactions, areas of policy interface, and cooperative program development.
- Assist the Director of Multifamily Housing and Community Facilities in preparing and implementing the annual work plan and budget.
- Represent the Commission with other public and private agencies and organizations, the media and with the public at large. Market Commission programs through meetings with individuals and presentations before groups of all sizes.
- Provide guidance, and oversight and management of Commission MOU's for the division's Program Related Investment programs, including energy, manufactured housing, Capital Plus, and other programs as appropriate and oversee business process improvements for these programs.

Desired Qualifications & Competencies:

- At least four years professional work experience in private, public or non-profit housing or real estate finance or development or related field with at least two years management experience; experience with IRS Sec. 42 preferred
- At least two years of supervisory experience
- Minimum of a bachelor's degree in urban planning, finance, real estate, public policy or related field
- Planning and organizational skills to direct resources within budget and other parameters to achieve goals and objectives
- Ability to multi-task and deal effectively with competing priorities within critical deadlines
- Strong written and oral communication skills and ability to communicate openly and effectively at all levels
- Working knowledge of PC word processing, spreadsheet and database software applications

Additional Desirable Qualification/Skills:

- Master's Degree preferred with graduate or advanced degree substituting for one of the required four years of work experience
- Experience with Salesforce
- Business process improvement and project management experience

The ideal candidate will have exceptional interpersonal skills and be able to negotiate complex issues, be a self-initiator and implementer; work effectively with professionals such as attorneys, bankers, underwriters, developers, nonprofit organizations, government officials, and community activists. Must have an understanding and preferably experience in loan underwriting. Must be able to set priorities, coordinate with team members, and participate in policy development, strategic planning, and internal organizational development. Proficiency in the MS Windows and Office environment including: Outlook, Word, PowerPoint, Access, Excel, and web-based applications.

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 or ferry passes; credit union membership; flexible schedules.

Application Procedures:

Interested applicants should submit their resume, cover letter, and reference 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
Web Site: wshfc.org

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In addition, please complete the Applicant Profile Form posted on our website and submit with your application materials. **The completion of this form is voluntary.** Please include your name and preferred pronouns in your application to ensure we address you appropriately throughout the application process. 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. Only those individuals who clearly demonstrate the stated qualifications will be considered.

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, or at 206-287-4402.