



Opening doors to a better life

Senior Policy Advisor

Washington Management Service (WMS Band 2) Recruitment Announcement

Posting Date: July 18, 2022

Closing Date: Open until Filled. *Applicants are encouraged to apply as soon as possible. First review of applications is **August 1, 2022.***

Salary: \$87,012 to \$102,372 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 Senior Policy Advisor position for the Multifamily Housing and Capital Facilities Division of the Washington State Housing Finance Commission. The Senior Policy Advisor (SPA) will provide expert program analysis and program and procedure development based on research and in-depth understanding of federal, state, and local housing programs, including analytical comparison of existing programs and policies, demographic and economic trends and circumstances.

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.

Per Governor Inslee's [Proclamation 21-14.1](#), 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:

Research, Analyze and Develop Programs and Policies. Define and frame issues of complex and controversial nature.

Design research plans that integrate, analyze and summarize data and information. Develop subcommittees and/or work plans to guide internal multidivisional discussions to accomplish the Commission's goals and objectives.

Analyze or diagnose the impact of the design and implementation of program or policy proposals on underserved or marginalized individuals and groups to identify and eliminate barriers.

Generate policy options for consideration and action by the Executive Director, the Commission and Division Directors.

Coordinate with other governmental entities and nonprofits to enhance existing programs that provide services that further the Commission's goals.

Coordinate with stakeholders outside the Commission to maintain the Commission's reputation as an industry leader.

Develop and recommend strategic responses to state legislative proposals and identifies opportunities for program development to further the Commission's goals.

Develop and implement internal mechanisms for the review of proposed federal, state, and local policies and procedures. Evaluate a variety of data, including workflow processes and procedures; and make recommendations based upon findings.

Plan, lead and facilitate internal and external stakeholder input processes to develop and advance program policy objective and procedures.

Assist in state legislative issues that involves the Commission and legislative relations, including negotiating legislative language, attending meetings, and testifying on specific legislative proposals.

Desirable Qualifications:

- 4-6 years of professional work experience in private, public or non-profit housing development or public policy development.
- Associate's or Bachelor's degree in Urban Planning, Public Policy, Real Estate Finance, Legal or related field.
- Knowledge of federal, state and local housing and planning policy and funding programs, real estate finance, development and non-profit organizational structures.
- Use of professional judgment and analytical skills to manage multiple competing priorities using strong written and verbal communication, public speaking and negotiation.
- Strong working knowledge of Census, Housing and Economic Data sources.
- Strong analytical and problem-solving skills with the ability to assemble, analyze and present data to enable decision making.

Preferred Qualifications:

- Master's Degree or advanced degree in Urban Planning, Public Policy, Real Estate Finance or related field preferred.

Desirable Skills:

The qualifying 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; and 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

Applicants are encouraged to apply as soon as possible. The recruitment process will remain open until filled. First review of applications is August 1, 2022.

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.