

# Fairfax County Government Job Announcement

## Senior Portfolio Manager (Housing/Community Developer IV)

**Salary** - \$72,752.58 - \$121,254.64 Annually

**Location** - FAIRFAX (FH22), VA

**Job Type** - FT Salary W BN

**Department** - Housing & Community Dev

**Job Number** - 21-01352

**Closing** - 10/29/2021 11:59 PM Eastern

**Pay Grade** - S28

**Posting Type** - Open to General Public

**To apply:** <https://www.governmentjobs.com/careers/fairfaxcounty/jobs/3148452/senior-portfolio-manager-housing-community-developer-iv?keywords=senior%20portfolio&pagetype=jobOpportunitiesJobs>

### Job Announcement

**This job opportunity is being re-announced. If you applied previously, you do not need to re-apply to be considered.**

Oversees compliance of affordable projects financed with bonds and other local, state and federal housing programs. Coordinates with third-party developers, lenders, trustees and other financial institutions. Conducts periodic portfolio analysis of local agency loans and real assets to determine refinance and restructuring opportunities. Assists the Real Estate Finance staff in developing, structuring, and implementing financing plans for the new construction and rehabilitation of affordable housing projects. Supports the underwriting and analysis of the Fairfax County Redevelopment and Housing Authority (FCRHA) bond issuances and loans. Coordinates activities on local and federal lending and grant programs, and ensures that all program requirements are met. This position works under the direction and supervision of the Director of Real Estate Finance and Grants Management.

### Illustrative Duties

- Recommends program changes for new or revised programs, systems, procedures, policies and methods of operation;
- Coordinates, develops, implements and monitors program goals, strategies, plans, policies and procedures to ensure financial and programmatic compliance with federal, state and local regulations;
- Provides day-to-day supervision of the various housing/community development projects, including setting short term goals, assigning tasks, and organizing work;
- Prepares and presents reports on matters related to federal, state, local, private, non-profit programs and/or FCRHA/HUD and Department of Housing and Community Development initiatives;

- Prepares and delivers presentations on HCD projects and proposals, responding to specific questions in dealings with the FCRHA, Board of Supervisors, various committees, the Planning Commission, federal and state agencies, County departments and the public.

### **Required Knowledge Skills and Abilities**

- Advanced knowledge of applicable federal, state and local regulations;
- Advanced knowledge of the theories, concepts, principles and practices of the housing development process, housing and real estate finance, or services for low income persons;
- Experience researching and analyzing funding sources for acquisition, development, and rehabilitation of housing and government facilities;
- Ability to understand, interpret, explain, and apply applicable federal, state, and local laws and regulations;
- Ability to manage diversified and complex housing and community development projects;
- Ability to communicate effectively in verbal, written and graphic forms;
- Ability to establish and maintain effective working relationships with public officials, private developers and contractors, citizen groups and community residents;
- Ability to research, collect and analyze data and information;
- Ability to lead multiple projects from concept through implementation;
- Ability to coordinate project participants from multiple organizations, motivating them toward project completion;
- Ability to prepare clear and concise reports.

### **Employment Standards**

#### **MINIMUM QUALIFICATIONS:**

Any combination of education and experience equivalent to a bachelor's degree in public or business administration, real estate finance or related field, plus four years of progressively responsible managerial experience in the fields of real estate, real estate finance and lending programs or grants management. A master's degree in a related field may be substituted for one year of the required experience.

***Click [here](#) to learn how Fairfax County interprets equivalencies for "Any combination, experience, and training equivalent to"***

#### **CERTIFICATES AND LICENSES REQUIRED:**

Driver's license.

#### **NECESSARY SPECIAL REQUIREMENTS:**

The appointee to this position will be required to complete a criminal background check and a driving record check to the satisfaction of the employer.

All newly hired employees are required to be fully vaccinated against COVID-19 (two weeks after the last required dose) as a condition of employment or obtain approval of a medical or religious exemption **prior to their start date**. Proof of an exemption or vaccination status will be required during the pre-employment onboarding

process. New employees who obtain an exemption from the vaccine mandate for medical or sincerely held religious beliefs will still be subject to the weekly testing requirement. Vaccinated employees and employees with a medical or religious exemption will complete the attestation online on their first day of employment or shortly thereafter.

#### **PREFERRED QUALIFICATIONS:**

Five to seven years of progressive experience with the following is preferred:

- Program compliance related to the use of a variety of private, federal, state and local loan, bond and grant programs for multifamily affordable housing;
- Portfolio/asset management involving LIHTC, multifamily bond-financed and other affordable assets;
- Affordable housing portfolio analysis, including assessment of refinance and restructuring opportunities;
- Tax-exempt bond financing, loan underwriting, tax credit applications/syndication and other complex financing structures;
- Review and preparation of loan and bond documents;
- Pro forma financial analysis, deal structuring and loan/equity underwriting;
- Working with the public, elected officials and government agencies.

Preferred skills/knowledge include:

- Highly organized and detail-oriented, with the ability to manage multiple projects/priorities;
- Excellent communication skills (verbal, written and presentation);
- Advanced knowledge of Microsoft Excel, Access and SharePoint.

#### **PHYSICAL REQUIREMENTS:**

Job is generally sedentary in nature, however, job entails reaching and bending; uses hands to grasp, handle, or feel. Visual acuity is required to read data on a computer monitor. Ability to drive a vehicle. Incumbent must be able to operate keyboard driven equipment and computer. Ability to communicate with others verbally and in writing. Employee may be required to lift up to 15 pounds. Duties may be performed with or without reasonable accommodations.

**Fairfax County Government prohibits discrimination on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, disability, sexual orientation, gender identity, genetics, political affiliation, or military status in the recruitment, selection, and hiring of its workforce.**

Reasonable accommodations are available to persons with disabilities during application and/or interview processes per the Americans with Disabilities Act. Contact 703-324-4900 for assistance. TTY 703-222-7314. EEO/AA/TTY.