

# Housing/Community Developer IV - Senior Real Estate Finance Manager

**Salary** - \$76,271.52 - \$127,119.62 Annually

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

**Job Type** - FT Salary W BN

**Department** - Housing & Community Dev

**Job Number** - 22-01798

**Closing** - 7/8/2022 11:59 PM Eastern

**Pay Grade** - S29

**Posting Type** - Open to General Public

To apply: <https://www.governmentjobs.com/careers/fairfaxcounty/jobs/3594836/housing-community-developer-iv-senior-real-estate-finance-manager?keywords=housing&pagetype=jobOpportunitiesJobs>

## Job Announcement

Must be a results-oriented, motivated self-starter. Responsible for developing, structuring, negotiating, and implementing financing plans for housing projects and programs, public facility projects, and property rehabilitation loans. Prepares and oversees underwriting and financial analysis of complex real estate transactions, including low-income housing tax credits and tax exempt bonds. Seeks and negotiates loan terms with public and private lenders, solicits, negotiates terms, and establishes good working relationships with financial partners. Prepares loan application packages, prepares pro-forma analysis and budget input consistent with meeting agency business plan. Also reviews and underwrites loan and bond applications from third-party developers. Works in a team environment coordinating and assisting in the general administration of the real estate finance unit. Assists the associate director in the preparation of board items and makes formal presentations on policies, reports and analyses, as appropriate. Serves as point of contact regarding specific program policies and procedures. Performs other duties as assigned; duties are performed under direction of the associate division director. On occasion must attend off-site meetings.

## Illustrative Duties

*(The illustrative duties listed in this specification are representative of the class but are not an all-inclusive list. A complete list of position duties and unique physical requirements can be found in the position description.)*

- Manages the financing for the development or acquisition of affordable housing units including debt and equity operations, underwriting the debt financing or project management of HCD design, development or construction projects;
- 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;
- Oversees preparation of annual planning documents from initial concept through final approval by Fairfax County Redevelopment and Housing Authority (FCRHA), Board of Supervisors (BOS) and Department of Housing and Urban Development (HUD);

- Reviews legal documentation such as sales contracts and condominium/homeowners association documents, proffers, and development conditions;
- 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;
- Responds 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;
- Reviews financials and searches for opportunities to maximize revenue and minimize expenses;
- Conducts preliminary analysis on repositioning of properties and recommends ways to enhance the property.
- Manages capital improvement projects including rehabilitation and new construction projects which involve multiple agencies and community stakeholders;
- Conducts feasibility studies in order to determine project implementation strategies;
- Works in a team environment to negotiate public-private partnership agreements;
- Prepares project cost estimates, schedules and budget documents;
- Ensures compliance with federal, state and local requirements;
- Informs senior officials, state and federal agency contacts and community groups of project progress.

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

*(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all-inclusive list.)*

- 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 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:**

None.

**NECESSARY SPECIAL REQUIREMENTS:**

The appointee to this position will be required to complete a criminal background 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 may be subject to a 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:**

Preferred candidates will have knowledge and progressive experience with real estate financial analysis, mortgage finance, financial structuring and underwriting, document preparation and review, and program compliance issues related to the use of a variety of private, federal, state and local loan programs for multi-family affordable housing . Real estate finance or comparable professional real estate and financial experience to include low-income housing tax credits and tax-exempt bonds are preferred. Hands-on work in preparing pro-formas, budgets, sources and uses statements, cash flow statements, debt and financial feasibility analysis. Must be results-driven, detail-oriented, and demonstrate effective & customer-oriented communication skills (verbal, written and presentation). Advanced knowledge and use of Excel. Ability to work independently and in a collaborative team environment working with the public, non-profit and for-profit organizations and government agencies.

**PHYSICAL REQUIREMENTS:**

Primarily sedentary, however may require walking, standing, bending, stooping, reaching, carrying/lifting items under 15 lbs. in weight, and sitting for lengthy periods. Visual acuity required reading data on computer monitor and operating keyboard driven equipment. Must be able to communicate verbally and in writing. Duties may be performed with or without reasonable accommodations.

**SELECTION PROCEDURE:**

Panel interview; may include practical exercise.

**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.

**Effective July 2, 2022, compensation plans will be increased by 4.01% (market rate adjustment).**