

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

**Salary** - \$79,329.95 - \$132,217.07 Annually

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

**Job Type** - FT Hourly W BN

**Department** - Housing & Community Dev

**Job Number** - 23-01040

**Closing** - 4/21/2023 11:59 PM Eastern

**Pay Grade** - S29

**Posting Type** - Open to General Public

To apply: <https://www.governmentjobs.com/careers/fairfaxcounty/jobs/3976311/housing-community-developer-iv-senior-real-estate-finance-officer?keywords=housing%2F&pagetype=jobOpportunitiesJobs>

## Job Announcement

### WHO WE ARE

The Fairfax County Redevelopment and Housing Authority (FCRHA) was established in 1966 as a separate political body from the Fairfax County Government and possesses specific powers granted by state law (some examples include the ability to issue bonds, purchase property, and make loans). The FCRHA is an award-winning provider of affordable housing recognized regionally and nationally for its achievements. In 1973, the Fairfax County Board of Supervisors established the Department of Housing and Community Development (HCD). HCD serves as staff to the FCRHA as well as the Board of Supervisors. HCD manages a wide variety of housing programs and services, including all real estate finance and development activities of the FCRHA – including an expanding portfolio of public/private partnership projects.

### THE MISSION

The mission of HCD is to create and preserve affordable housing and caring, livable communities; serve the diverse needs of Fairfax County's residents through innovative programs, partnerships, and effective stewardship; and foster a respectful supportive workplace. Fairfax County's "Housing Blueprint" places emphasis on providing affordable housing for those with the greatest need, including individuals and families experiencing homelessness, persons with disabilities, and people with extremely low incomes. In 2022, the Board of Supervisors updated HCD's production goal from 5,000 units by 2034 to 10,000 net new units affordable to households earning up to 60 percent area median income by 2034. This ambitious goal has spurred a very active pipeline of affordable housing developments underwritten and financed through the Real Estate Finance Division within HCD.

### THE OPPORTUNITY

HCD seeks a mission-oriented individual with strong quantitative abilities and solid financial modeling capabilities for the role of Senior Real Estate Finance Manager in the Real Estate Finance (REF) Division. The Senior REF Manager will work collaboratively with the REF

team and other divisions to finance complex affordable housing transactions. They will be responsible for developing, structuring, and implementing financing plans for housing projects and programs and property rehabilitation loans. The Senior REF Manager will draft solicitations for future financing opportunities and subsequently conduct underwriting necessary to render decisions for taxable or tax-exempt bond and Low-Income housing Tax Credit financing on projects submitted to the agency for funding. Analysis will be compiled and effectively presented with recommended action(s) to Agency leadership. After award, the Senior REF Manager will participate in negotiations with development partners and establish good working relationships with financial partners throughout the development process. A successful candidate will be highly motivated, a professional communicator, and a dependable team player.

**Note:** The assigned program areas for this position are housing, finance, business administration, real estate, public administration, economics, planning or related.

**Position may be underfilled as a Housing/Community Developer III; the underfill requirements are stated below in the Employment Standards section.**

For more information on the Fairfax County Department of Housing and Community Development, click [here](#).

You also can view [here](#) the Fairfax County Redevelopment and Housing Authority Fiscal Year 2022 Annual Report which represents a high-level overview of many of the substantial developments we have undertaken and the impact of our work within the community and in the lives of the residents who have been served through these efforts.

The Department of Housing and Community Development is committed to the One Fairfax Policy by intentionally considering equity when making policies, delivering programs and services, considering diverse ideas and perspectives, and communicating with transparency in the decision-making processes. Click [here](#) to learn more about the One Fairfax policy.

## **Employment Standards**

### **MINIMUM QUALIFICATIONS:**

[Any combination of education and experience and training equivalent to the following:](#) (Click on the aforementioned link to learn how Fairfax County interprets equivalencies for "Any combination, experience, and training equivalent to") Graduation from an accredited four-year college or university with a bachelor's degree in a related field of study such as planning, engineering, architecture, economics, construction science, business or public administration, finance, real estate, social work, public policy or other related field; Plus four years of experience related to an assigned program area.

### **UNDERFILL REQUIREMENTS:**

**This position may be underfilled as a Housing/Community Developer III (Grade S26, \$68,800.78- \$114,667.90.)** The Minimum Qualifications for the Housing/Community Developer III [Any combination of education, experience, and training equivalent to the following:](#) (Click on the aforementioned link to learn how Fairfax County interprets equivalencies for "Any combination, experience, and training equivalent to") Graduation from an accredited four-year college or university with a Bachelor's degree in a related field

of study such as planning, engineering, architecture, economics, construction science, business or public administration, finance, real estate, social work, public policy or other related field, plus three years of experience related to assigned program area.

**CERTIFICATES AND LICENSES REQUIRED:**

Not applicable.

**PREFERRED QUALIFICATIONS:**

- Knowledge and 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 and single-family affordable housing.
- Real estate finance or comparable professional real estate and financial experience including Low Income Housing Tax Credits and tax-exempt bonds.
- 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 Microsoft Excel.
- Ability to work independently and in a collaborative team environment working with the public, non-profit and for-profit organizations, and government agencies.

**NECESSARY SPECIAL REQUIREMENTS:**

- The appointee to the position must satisfactorily complete a criminal background check.
- This position is considered "essential personnel" and will be required to report to work during times designated countywide as approved for unscheduled leave regardless of the emergency situation (i.e., weather, transportation, other disaster).

**PHYSICAL REQUIREMENTS:**

Work is generally sedentary in nature; however, incumbent is required to frequently move about to perform office work such as accessing files, attending meetings, making presentations, operating general office equipment, and performing other essential job duties; may be required to move items up to approximately 15 pounds in weight. Ability to read information on a computer monitor; effectively communicate; operate keyboard-driven equipment and computer. All duties performed with or without reasonable accommodations.

**SELECTION PROCEDURE:**

Panel interview and may include a practical exercise.

The population of Fairfax County is very diverse where 39.8% of residents speak a language other than English at home ([Spanish, Asian/Pacific Islander, Indo-European, and others](#)) and we encourage candidates bilingual in English and a foreign language to apply to this opportunity.

**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. [DHREmployment@fairfaxcounty.gov](mailto:DHREmployment@fairfaxcounty.gov) EEO/AA/TTY.