

Joseph L. Smith  
Chairman, Board of Commissioners  
Janet Abrahams  
Executive Director



## Position Description

**Position Title:** Senior Development Finance Manager  
**Created By:**  
**Reports to:** SVP, Planning and Development  
**Date Created:** 10/29/2019  
**FLSA status:** Exempt  
**Approved By:**

### Summary

Under the general supervision of the SVP, Planning and Development, this position is responsible for 1.) drafting, reviewing and refining financial analysis; 2.) researching and compiling timely project reporting 3.) creating, updating, and reviewing project budgets, sources and uses and tracking milestone/schedules 3.) reviewing loan agreements, memos of understanding MOU, regulatory agreements as they relate to expediting funding and completing assuring compliance. 3.) coordinating the receipt of mixed-income and affordable housing funds. 4.) coordinating with other city agencies in connection with obtaining infrastructure funding 5.) securing approval of funding packages from City and DOT to assure payments are issued in a timely manner 5.) creating PowerPoint presentations 6.) attending community meeting and working with community stakeholders inclusive of community groups, elected officials and their representatives, developers, government and private lenders, and residents. 8.) shadowing development managers to expand development knowledge. 7.) prioritizing tasks on multiple project simultaneously.

Performance of duties requires strong computer skills inclusive of Excel; analytical, project management and problem-solving skills; strong knowledge real estate financing and rental housing development finance and a thorough knowledge of public governance requirements; strong interpersonal skills and excellent organizational skills, as well as, superior oral and written communication abilities are essential.

All activities must support the Housing Authority of Baltimore City ("HABC" or "Authority") mission, strategic goals, and objectives.

### Essential Duties and Responsibilities

*The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties and skills may be required and assigned, as needed.*

- Plans, organizes and conducts budget and financial management reviews to be presented to SVP, Planning and Development.
- Draft, review, and manage project proformas and perform financial feasibility and sensitivity analyses.
- Prepare and monitor project budgets and project schedules.
- Review and approve invoices compared to approved budgets submitted by members of the development team. Monitor budget changes and ensure submission of appropriate forms and documentation to HUD for development and mixed financed developments.
- Manages the collection and analysis of data for the preparation of budgets, budget analysis, and reports for submission to the SVP, COO, CEO and HUD.
- Prepares and delivers presentations on various development projects to management, the SVP of Planning and Development, Executive staff, Board members, city officials, and the general public.

Housing Authority of Baltimore City | 417 East Fayette Street, Baltimore, MD 21202

410.396.3232 [www.HABC.baltimorehousing.org](http://www.HABC.baltimorehousing.org) [TWITTER](#) [Facebook](#) @BmoreHabc

- Research feasibility of additional funding sources to support predevelopment, construction and permanent loan phases for development if needed.
- Assists develop managers with due diligence and coordinating closings.
- Monitor project accounting and oversee contract payments, lender and funding reporting, requirements in a timely manner if needed.
- Work with supervisor and senior development manager to successfully implement HABC Planning and Development program.
- Professionally represents the agency to stakeholders and the general public.
- Attend and participate in community and government agency meetings.
- Monitors project compliance with pertinent laws, policies and procedures to assure compliance with various HUD and CDA regulations, the development grant agreements, program close out, and other regulatory agreements and contracts associate with the project.
- Act as liaison between P&D, and Accounting, the City's Department of Housing and Community Development, and other city and state agencies working on assigned RAD projects.
- Assist development managers with coordinating project consultants, and third parties hired to support or implement redevelopment activities.
- Serve on review panels to evaluate responses to RFPs, as needed.
- Promote the hiring and use of MBE/WBE or Disadvantaged contractors in support of revitalization activities. Review compliance with Section 3 hiring and the use of Section 3 businesses, encourage Minority and woman Business Enterprises (MBE/WBE) outreach and evaluate efforts to include such firms in program activities.
- Conduct research and analysis for mixed finance projects issues inclusive of preparing written analysis with recommendations and options.
- Other tasks as assigned related to the development finance, real estate development, policy development, organizational budgets, planning and administration.
- Initially shadow development managers to expand knowledge of real estate finance activities related to the acquisition and development of affordable and market rate housing from concept through site acquisition, entitlement approval, financing commitments, design, and construction completion to successful lease up.
- Effectively garner community support for assigned RAD projects.

### **Behavioral Competencies**

*This position requires the incumbent to exhibit the following behavioral skills:*

*Program and Project Management:* Plans, manages, and evaluates specific activities in order to deliver the desired outputs

*People Empowerment:* Directs the activities and developer team, while respecting their individuality and the benefit of diverse ideas and approaches

*Problem Solving and Analysis:* Systematically identifies, analyzes and resolves existing and anticipated problems in order to reach optimum solutions in a timely manner

*Job Knowledge:* Exhibits requisite knowledge, skills and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements and activities as they apply to the assigned organizational entity of the Authority; uses appropriate judgment & decision making in accordance with level of responsibility

*Client Services:* Provides timely, courteous, and quality service to an individual whether internal or external by anticipating individual needs, following through on commitments and ensuring that our clients have been heard

*Initiative:* Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work

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**Professional Behavior:** Exhibits positive, polite, courteous, honest and conscientious behavior with all internal/external clients. Accepts responsibility for actions and adjusts behavior as appropriate

**Communication:** Employee is clear, concise and organized in all facets of communication in order to fully transfer understanding. Actively listens and is aware of the audience to adapt message appropriately. Strives to communicate information with appropriate personnel in a timely manner

**Teamwork:** Actively and collaboratively participates, despite personal differences, towards a common goal. Employee is open to new ideas and/or approaches. Employee is aware of changes that impact internal and external customers and effectively communicates the impact when working as a team

**Integrity:** Employee is honest with oneself, coworkers and clients. Stands up for what is right even in the face of opposition

**Safety Awareness:** Employee is cognizant of his/her surroundings. Follows proper safety procedures and considers the safety of self and others. Identifies, communicates and assists in the correction of any safety concerns where appropriate

**Reliability and Judgment:** Employee demonstrates sound reasoning and critical thinking by making decisions in line with established Authority expectations. Performs work in a reliable manner that is both accurate and timely

### **Education and/or Experience**

Bachelor's degree from an accredited college or university with emphasis in finance, real estate, or other related field; and at least seven (7) years of related experience in public housing, affordable housing, and/or real estate finance environment; or the equivalent combination of education and experience which meet the minimum qualifications requirement may be substituted

Must be eligible for coverage under the Authority's fidelity bond. Must not engage in private real estate business. Must be available to work some evenings and weekends when necessary

### **Technical Skills**

To perform this job successfully, the employee should have strong computer skills (MS Word, Excel, and Outlook).

Must have the ability to learn other computer software programs as required by assigned tasks.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To perform this job successfully, the employee is frequently required to remain in a stationary position. Daily movements include sitting; standing; operating computers and other office equipment; moving about the office; and attending onsite and offsite meetings. The employee must be able to communicate via email and verbally via telephone. The employee must occasionally transport up to 25 pounds.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office environment. The noise level in the work environment is usually moderate.

**Read and Acknowledged**

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**Employee Signature** **Date**

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**Employee Name [printed]**