

U.S. Department of Housing and Urban Development (HUD), Office of Recapitalization

- **Job Title: Multifamily Investments Division Branch Chief, GS-14**
- **USAJOBS Link:** <https://www.usajobs.gov/job/753361300>
- **Job Location(s):** Washington, DC
- **Salary Range:** \$132,368 - \$172,075 per year
- **Contact:** [hudinquiries@fiscal.treasury.gov](mailto:hudinquiries@fiscal.treasury.gov) or 304-480-7300
- **Closing Date to Apply:** 10-16-2023.

**Job Description Summary:**

The Office of Multifamily Housing is responsible for the overall management, development, direction, and administration of HUD's Multifamily Housing Programs. HUD's Multifamily programs provide mortgage insurance to HUD-approved lenders to facilitate the construction, substantial rehabilitation, purchase and refinancing of multifamily housing projects. MFH is widely responsible for [production](#), [asset management and portfolio oversight](#), and [recapitalization](#) of assisted properties, and field operations. As part of the National Housing Act of 1934, Congress created the Federal Housing Administration (FHA) which later became a part of the Department of Housing and Urban Development's (HUD) Office of Housing in 1965.

The Office of Recapitalization ("Recap") supports the preservation and recapitalization of federally assisted housing and rental assistance for current and future generations. Recap structures, reviews, and implements transactions to ensure long-term physical and financial viability, often through public-private partnerships and the use of tax-incentivized financing. Recap also implements other affordable housing initiatives which leverage this transactional expertise. Programs currently or recently implemented by Recap include the Rental Assistance Demonstration ([RAD](#)), Mark-to-Market ([M2M](#)), [Section 236 Preservation](#), [Pre-1974 Section 202 Direct Loan Preservation](#) (including SPRAC), Section 202 Capital Advance NOFAs, Tenant and Community Engagement Initiatives, and the Green Retrofit Program.

**Position Summary:**

HUD's Office of Recapitalization (Recap) is hiring the Multifamily Investments Division Branch Chief (GS-14) in Washington, D.C. who will lead a team of grant and loan specialists to implement the new Green and Resilient Retrofit Program, authorized through the 2022 Inflation Reduction Act. This recently launched, once-in-a-generation program has the potential to deploy up to \$4 billion in transformative investments to help reduce carbon emissions, improve utility efficiency and indoor air quality, and strengthen resilience to the impacts of climate hazards at HUD-assisted multifamily properties. Moreover, this program will ensure that properties assisted through the program are preserved as affordable long-term.

The branch chief will work directly with property owners and other outside parties as well as HUD contractors to facilitate green and resilient retrofitting of properties that have HUD rental assistance (e.g., Section 8 project based rental assistance, Section 202, and Section 811 contracts). They will oversee various program activities, but will primarily be focused on managing the pipeline of GRRP real estate transactions from underwriting through closing and post-closing as well as ensuring project scopes maximize green and resilient impact. This role

will also include a focus on the development of new processes and procedures, which will be required for program launch and implementation, as well as other duties, as may be assigned.

HUD is seeking qualified candidates with a background in underwriting and/or closing commercial real estate, multifamily housing transactions, or related fields and a passion for affordable housing preservation and increasing the energy and water efficiency and climate resilience of these properties. In this position, they will also be a member of the leadership team of the Office of Recapitalization. The Office of Recapitalization is a dynamic and innovative team at HUD focused on the preservation and recapitalization of multifamily affordable housing through GRRP, the Rental Assistance Demonstration, and several other programs and tools.

**Job Duties:**

As **SUPERVISORY GRANT AND LOAN SPECIALIST - (MULTIFAMILY INVESTMENTS DIVISION BRANCH CHIEF)**, you will:

- Oversee the review and approval of real estate development project proposals for rehabilitation or asset repositioning and facilitate grant and loan transaction processing for approved project proposals in the Office of Recapitalization through managing a staff of transaction, underwriting, closing, and administrative professionals.
- Advise the Division Director and Office of Recapitalization management on such areas as data analysis, policy planning, process development, and program implementation.
- Provide formal training to internal staff, contractors, and stakeholders on policy, procedure, and implementation of preservation and green retrofit and resiliency activities, or other programs as assigned to or undertaken by the Office of Recapitalization.
- Educate the Office of Recapitalization, HUD, other Federal staff, external stakeholders including property owners, tenants, lenders, industry groups, and others, about policies, procedures, and results of recapitalization programs, or other activities as assigned to or undertaken by the Office of Recapitalization.
- Serve as authority and advisor in the planning, direction, and implementation of statutory and regulatory requirements governing HUD approval of preservation transactions for the purpose of repositioning distressed multifamily buildings, and approval of green and resilient retrofit grants and loans that result in housing that is more energy efficient, healthier, and more climate resilient.