**GENERAL SUMMARY**

Assist the Director of Housing Development department in goals, objectives and directives of the department. Provide direction to the department’s staff to enhance a collaborative environment within the department and MFA.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

* Assist the director with directing the activities of the department, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/or offerings.
* Train, monitor, and ensure MFA’s and grantees’ compliance in all department programs with federal, state, and local laws, regulations, codes, contractual agreements and/or standards and MFA’s compliance manuals.
* Perform limited duties as assigned in the absence of the Director, including managing and directing department staff.
* Manage all aspects of funding programs as assigned.
* Track processing of all funding awards to ensure compliance with applicable timelines for completion and alert director of projects that fall off or at risk of falling off required timelines.
* Provide back-up and support to program managers and assume their daily duties when necessary during department staff absences or peak workloads, including providing underwriting assistance.
* Perform Quality Control Checks on all documents produced by the department.
* Represent MFA at various initiative meetings and public/private events.
* Provide technical assistance to staff and program users with respect to use of the MFA programs and resources.
* Maintain a system to ensure sufficient cross training is accomplished. Ensure back-up duties are completed by each program manager and if needed, identify and implement additional support systems to train department staff.
* Implement programs through marketing, public presentation and training of program users.
* Be available to department staff to facilitate individual and collaborative work efforts.
* Manage department’s internal controls to include assessment of audit concerns and/or findings and resolution options.
* Represent MFA at various initiative meetings and public/private events.
* Attend trainings, read publications, and employ other measures to maintain current knowledge of department programs.
* Take the lead and work with program managers to develop Notices of Funding Availability (NOFAs), Requests for Quotes (RFQs), Requests for Proposals (RFPs), and similar tools for secuaring funds, services, etc.
* Performs other related duties of a similar nature and level as assigned.
* Employees are required to comply with safety regulations, procedures, and protocols.

**MINIMUM QUALIFICATIONS**

**Education and Experience**

Bachelor’s in business administration, real estate, urban studies/planning or closely related field and 5 years’ professional experience in affordable housing real estate development and/or finance, commercial credit analysis, loan underwriting, and/or related fields, at least three of which must be in a leadership role. May substitute 7 or more years of relevant work experience in a combination of affordable housing programs, commercial loan underwriting/processing, lending and credit analysis, or real estate development for education requirement. Knowledge of federal, state, and local housing programs strongly preferred.

**Conditions of Employment**

* Valid Driver’s License

**KNOWLEDGE, SKILLS, and ABILITIES**

* Train and orient department staff on programmatic and regulatory and MFA requirements, and monitor compliance with requirement timelines and restrictions. Manage department staff in director’s absence.
* Ability to research and interpret federal, state and agency requirements/guidelines and make independent determinations to respond to inquiries.
* Relate to and interact with a non-traditional and diverse customer and employee population.
* Work independently.
* Balance competing requirements and needs of client organizations.
* Apply listening and interview skills, work under pressure, address conflict, solve problems, and make sound split-second judgments.
* Read, analyze, and interpret standards, policies, procedures, and regulations.
* Develop and write reports, policies, and correspondence.
* Handle common inquiries or complaints.
* Effectively present information and respond to questions from customers, employees, and visitors.
* Have or quickly develop a strong working knowledge of the various funding programs within the department.
* Exercise good judgment and focus on detail as required by the job.
* Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone.
* Use computer software and systems applicable to the position.
* Follow oral and written instructions and procedures.
* Ensure that staff meets schedules and deadlines of the work unit.
* Communicate effectively in English orally and in writing.
* Maintain well-organized materials, files, systems and tools.
* Adapt to changes in work situations and priorities.
* Establish and maintain constructive and cooperative interpersonal relationships with employees, peers, supervisors, or managers in the work unit and other departments, as well as with employees of outside entities and other individuals, as applicable to the essential duties and responsibilities.

**Non-Negotiables**

* Provide high level of quality service to external as well as internal customers 100% of the time.
* Promote a team environment 100% of the time.
* Positive support of management decisions.
* Dependable and productive.
* Good communication and interpersonal skills.
* Show initiative and work independently.
* Produce quality work products.
* Exhibit adaptability and flexibility.

**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.*

Work is performed in a standard office or indoor environment. Essential functions are regularly performed without exposure to adverse environmental conditions, however, employees may be exposed to minor inconveniences such as occasional noise, exposure to computer screens, crowded working conditions, and/or minor heating, cooling or ventilation problems.

Employees in the position may be exposed to rude/irate customers, or other individuals.

Employees in this job are occasionally exposed to outdoor environments, confined spaces, warehouse environments, cleaning chemicals, odors, and dust.

In and out of state travel may occur from time to time. Must have reliable transportation for in-state travel and be willing to use own vehicle for in-state travel (reimbursable mileage).

**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.*

Performing the essential functions typically requires exerting up to 25 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly.

The work occasionally involves walking, driving, stooping, kneeling, crouching, reaching, climbing, balancing, pushing, pulling, lifting.

The work frequently involves walking, driving, stooping, kneeling, crouching, reaching, climbing, balancing, pushing, pulling, lifting.

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*MFA is an Equal Opportunity Employer.*

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| **Employee’s Signature:** |  |
| **Date:** |  |
| **Supervisor’s Signature:** |  |
| **Supervisor’s Title:** |  |
| **Date:** |  |