



Job Description

Job Title:	Program Manager – Tax Credit		
Job Level:	N/A	FLSA Status:	Exempt
Reports To:	Director of Housing Development		

GENERAL SUMMARY

Manage all aspects of the federal Low Income Housing Tax Credit (“LIHTC”) Program, including the 9% competitive tax credit projects as well as the multi-family tax exempt bonds (4% tax credit projects). Prepare the annual Qualified Allocation Plan (QAP), implement all new program initiatives and documentation, and manage the competitive tax credit application round. Oversee the tracking and processing of all tax credit projects from initial award through completion and placed in service/8609 issuance.

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.

- Manage all stages of 9% competitive tax credit round through the multi-year process, from evaluation/revisions to the QAP, which governs both 9% and 4% LIHTC projects, through issuance of 8609s for each project. Manage 4% tax credit and related tax exempt bond applications from receipt of application through issuance of 8609s, and ongoing through bond redemption. If MFA is bond issuer, prepare tax exempt bond volume cap allocation application to NM State Board of Finance (“SBOF”) and attend SBOF meeting.
- Oversee all stages of preparation of the QAP, from research and recommendation of changes through internal and external approval processes.
- Conduct all applicable meetings and trainings associated with the LIHTC program including, but not limited to, the Allocation Review Committee, public hearing, Policy Committee, Finance Committee, and Board presentations, and developer/stakeholder meetings/trainings such as, but not limited to the Developer’s Forum, Carryover training, QAP training, etc. Includes developing or participating in developing future trainings.
- Ensure accuracy of all documents associated with the LIHTC program, including applications, associated schedules, training materials, process manuals, etc.
- Work with the appropriate staff on management of the MFA Design Standards and review process, performing the following functions as needed: (a) update Design Standards; (b) obtain approvals as needed; (c) conduct training when needed; and (d) manage the architectural review process through construction completion.
- Manage and oversee the qualified contract application process, from initial inquiries and applications for eligibility determinations through the rejection of the request or disposition of the project including release of land use restriction agreement(s).
- Prepare Requests for Quote/Proposals as needed, e.g. requests for market studies, consultant services, etc. Duties include drafting and obtaining approval for the bid process and scopes of work, interviewing and performing reference checks, negotiating terms, and obtaining approval for

the final contract. Once awarded, monitor contract compliance and performance, and prepare contract amendments as needed.

- Developer outreach including: (a) meetings/conference calls with developers and owners to discuss proposed and/or pending projects and feasibility issues; (b) attend ground breakings and ribbon cuttings.
- Ongoing LIHTC education to stay current with program changes and requirements.
- Perform 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 degree in business administration, real estate, urban studies/planning or closely related field. Five years' professional experience with the Low Income Housing Tax Credit (LIHTC) program preferred. Seven years' professional experience in real estate development in lieu of education will be considered. Additional experience with affordable housing programs, commercial real estate financing and/or underwriting, or architecture preferred. Graduate-level coursework in affordable housing finance may be substituted for one or more years of work experience.

Conditions of Employment

- Valid NM Driver's License

KNOWLEDGE, SKILLS, and ABILITIES

- Experience working on and managing complex projects from beginning through completion.
- Strong training and public speaking skills, as well as very strong analytical skills.
- Experience underwriting real estate projects for financial feasibility and reviewing/analyzing financial statements.
- Strong, proven team leadership skills.
- Produce high quality work products.
- Relate to and interact with non-traditional and diverse customer and employee populations.
- Work independently.
- Balance competing requirements and needs of client organizations.
- Develop and write accurate, high quality reports, policies, and correspondence.
- Handle common inquiries or complaints.
- Effectively present information and respond to questions from customers, employees, and visitors.
- Define problems, collect data, establish facts, and draw valid conclusions.
- 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 telephones.
- Use (or learn to use) computer software and systems applicable to the position.
- Follow oral and written instructions and procedures.

- Collect, organize, and interpret data and prepare accurate records.
- Compare data from a variety of sources for accuracy and completeness.
- Organize large volumes of detailed data and information.
- Verify and maintain accuracy of detailed data and information, detect errors.
- Meet schedules and deadlines of the work unit.
- Communicate in English effectively orally and in writing.
- Maintain well-organized materials, files, systems and tools.
- Adapt to changes in work situations and priorities.
- Reason/analyze; use logic to identify and resolve problems.
- Evaluate, organize, and summarize data and information.
- Make varied arithmetic computations rapidly and accurately.

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 works 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.

In and out of state travel may occur from time to time and may include driving, overnight stays, and exposure to outside elements. 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 10 pounds of force occasionally and/or a negligible amount of force frequently. The work involves sitting most of the time.

The work typically involves talking, hearing, and seeing; keyboarding, typing, and use of a computer monitor; moving and organizing papers and other light office materials; filing and retrieving documents; and similar sedentary office work.

MFA is an Equal Opportunity Employer.

Employee's Signature:	
Employee Name:	
Date:	
Supervisor's Signature:	
Supervisor's Title:	<i>Assistant Director of Housing Development</i>
Date:	