

The Texas State Affordable Housing Corporation (TSAHC) is a dynamic, self-supporting nonprofit created by the Texas Legislature to meet the housing needs of low- and moderate-income Texans. We do this primarily by creating and managing programs that help Texans buy homes and developers build affordable communities. Our work is supported by motivated team members who believe in each other and in the work we do. We invite you to find out more about us at www.tsahc.org.

One of TSAHC's primary public purposes is to develop partnerships with locally based affordable housing developers and support them through lending and land banking activity. The Corporation is currently seeking a Development Finance Manager to oversee daily operations of our lending and land banking activity.

Development Finance Manager

The Development Finance Manager works under the guidance of the Senior Director of Development Finance. Work involves finding and assessing property acquisitions for the Affordable Communities of Texas Land Bank, overseeing property construction and redevelopment, reviewing and underwriting applications to the Texas Housing Impact Fund loan and Multifamily Private Activity Bond programs, and promoting TSAHC's programs statewide. If hired at the Manager level, this position will have 1-2 staff persons reporting to them.

Essential Duties and Responsibilities:

- Coordinate property closings, acquisitions, and other activities related to the Affordable Communities of Texas and Texas Housing Impact Fund programs.
- Review applications, policies, purchase and sales agreements and other related documents, to ensure compliance with TSAHC's programs.
- Perform customer service activities and compliance training with local partners and borrowers in person, by email, or by phone.
- Prepare memos, correspondence, and performance reports.
- Ensure homes built or rehabbed adhere to applicable building standards and federal guidelines.
- Participate in applicable committee and board meetings, including producing meeting materials and coordinating legal counsel materials.
- Field inquiries about land banking, land trust, and lending activities as needed.
- Position requires in-office work on Tuesday's and Wednesday's every week. Work from home is allowed on remaining weekdays.
- Other duties as assigned.

Qualifications:

The ideal candidate will be highly organized, detail-oriented and have a strong background in project management, real estate sales and residential construction.

- Minimum of five years' experience in real estate project management, sales, finance or similar experience related to the above Essential Duties and Responsibilities.
- History of managing commercial and/or residential construction projects keeping them on time and within budget.
- Experience giving presentations to boards, commissions and general audiences.
- Experience managing staff and completing personnel reviews.
- Must have strong verbal and written communication skills and negotiation skills.
- Proficiency in the use of Microsoft SharePoint, PowerApps, Excel, Word and Outlook.
- High level of integrity and dependability with a strong sense of urgency and results-orientation.
- Self-motivated individual who can thrive independently in a professional environment.
- Ability to problem-solve and provide innovative suggestions to improve policies and processes.
- Work collaboratively as part of a team.
- Able to travel up to 10% of the time, including overnight travel.
- Other duties as assigned.

Preferred:

- Bachelor's or similar degree from accredited four-year college or university.
- Experience with residential real estate underwriting.
- Experience working for or with state or local affordable housing providers.

Compensation and Benefits:

The position is a full time, salaried position. Compensation will be based on relevant experience. Additionally, our benefits package includes the following:

- Healthcare plan
- Dental & vision plan
- Paid Parental Leave
- 403(b) retirement plan with employer match
- Paid holidays
- Life insurance

We work to maintain the best possible environment for our employees where people can learn and grow with the company. We strive to provide a collaborative, creative environment where each person feels encouraged to contribute to our processes, decisions, planning and culture.

To Apply:

Qualified candidates should submit their resume and required cover letter to David Danenfelzer at ddanenfelzer@tsahc.org. Please reference "Development Finance

Manager” in the subject line. Initial interviews will be conducted by phone with follow-up interviews by video conference or in-person.

For more information on TSAHC, please visit us at www.tsahc.org.

TSAHC is an Equal Opportunity Employer