

**CONNECTICUT HOUSING FINANCE AUTHORITY
ASSISTANT DIRECTOR, MULTIFAMILY**

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: The Public

Location: 999 West Street Rocky Hill, CT 06067

Hours: 7.50 hour days, 37.50 workweek

Closing Date: June 21, 2016

The Connecticut Housing Finance Authority is inviting applications for a full-time Assistant Director, Multifamily position. The Assistant Director, Multifamily will be responsible to manage the underwriting process of CHFA's financing tools, including construction and/or permanent mortgage loans, Federal Low Income Housing Tax Credit (LIHTC) Program, State Housing Tax Credit Contribution (HTCC) Program, and other programs for multifamily rental housing developments. Solicits new business, and educates customers on multifamily financing programs. Directs, coordinates, and reviews work of staff responsible for the underwriting of multifamily rental developments including the coordination of initial and final closings, the monitoring of construction/rehabilitation status, and the authorizing of advances of mortgage and equity proceeds.

Examples of Duties: Responsibilities include supervising and overseeing the financial underwriting of CHFA resources, including construction and/or permanent mortgage loans, for multifamily rental housing units from initial borrower inquiries to final loan closings. Direct and oversee staff responding to: information requests from potential borrowers/developers/owners; performing initial site and development feasibility reviews; obtaining and evaluating credit inquiries; performing financial analyses; evaluating qualifications of mortgagors, developers, contractors and architects; and, developing supporting information for presentations to appropriate CHFA committees and Board of Directors. Supervise, review and provide guidance to staff for the preparation and review of commitment letters; coordination of initial loan closings, fund disbursements and construction loan advances; coordinating reviews of cost certifications; and, coordinate internal processes for loan closing. Work closely with the Legal, Finance, Asset Management, Planning, Operations, and Technical Services departments, managers and other areas of Multifamily Housing Development. Serve as an intermediary between sponsor/developer/mortgagor and all other departments within CHFA through initial inquiries to and including final closing.

Work collaboratively with others to oversee and manage the implementation and administration of the Federal LIHTC Program and HTCC Program. Ensure CHFA complies with federal and state requirements for these Programs in its administration, underwriting, reviews, competitions and awards. Work collaboratively with other divisions of Multifamily Housing and CHFA on the Qualified Allocation Plan and other procedures applicable to these Programs. Maintain current knowledge of changes and requirements in these Programs and provide staff with input and direction.

Participate in developing new multifamily programs; revisions to existing guidelines and procedures; and, criteria for other specialized financing. Participate and contribute in interdepartmental and interagency meetings and project review sessions. Participate in and implement process improvement initiative recommendations. Interface with external customers regarding financing programs and the application process. Respond to inquiries from non-profit/for profit organizations, developers, the public, legislators, professionals, and other state agencies. Provide excellent customer service. Handle all inquiries in an appropriate manner.

Minimum Qualifications: Minimum BS/BA degree and seven years' experience in multifamily residential financing, including underwriting, affordable housing finance, federal low income housing tax credits or appraisal and market analysis.

Knowledge and Skills: Must have proven ability to manage, provide leadership, meet deadlines, and work effectively and efficiently in a busy work environment. Knowledge of federal and state housing subsidy and tax credit programs, real estate supply and demand factors, credit enhancement programs, appraisal and market study analysis, and real estate financial analysis is essential. This position requires excellent verbal and written communication skills to interact with

professionals from a wide variety of disciplines. Strong analytical skills and attention to detail is a must. Proven experience working with highly complex real estate financing structures is required and requires strong skills in real estate finance and statistics. Have demonstrated ability to implement initiatives, provide accurate and detailed information, provide guidance to staff and be a decision-maker. Strong customer service skills required. Computer skills including Microsoft Word™ and Excel™, cash flow software and other database programs are essential.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and salary requirements to:

**CONNECTICUT HOUSING FINANCE AUTHORITY, HUMAN RESOURCES DEPARTMENT
VIA WWW.CHFA.ORG UNDER CAREER OPPORTUNITIES**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.