



## JOB ANNOUNCEMENT:

**POSITION:** Senior Housing Finance Consultant, or Housing Finance Consultant, or Housing Finance Analyst

**LOCATION:** CA (Preferably Los Angeles or San Francisco)

**HOURS:** Full-time (40/week)

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### About the California Housing Partnership

The California Housing Partnership (the "Partnership") is a statewide nonprofit consulting and housing policy organization whose mission is to create and preserve affordable and sustainable homes for Californians with low incomes by providing expert financial and policy solutions to nonprofit and public partners. The Partnership has helped our partners leverage more than \$20 billion in private and public financing to create or preserve more than 75,000 homes. Our 21-member Housing Finance team provides comprehensive financial consulting, training and technical assistance services to our partners. Typical partner projects range from new construction of family apartments with childcare to acquisition and rehabilitation of SRO buildings for extremely low-income residents with special needs.

### Essential Duties and Responsibilities

Senior Housing Finance Consultants ("SHFC") and Housing Finance Consultants ("HFC") advise our partners on financial strategies to structure and maximize equity and bond or loan proceeds raised, selection of equity investors and lenders, and negotiation of deal terms, preparation of financial projections and assistance in obtaining funding from a large array of competitive programs including:

- Tax-Exempt Private Activity Mortgage Revenue and 501(c)3 Bonds.
- Federal 9% and 4% Low Income Housing Tax Credits and State of CA Tax Credits.
- State of California Housing and Community Development (HCD) programs including: Affordable Housing and Sustainable Communities (AHSC); Veterans Housing and Homeless Prevention Program (VHHP); Multifamily Housing Program (MHP); Transit-Oriented Development (TOD); and Infill Infrastructure Grant (IIG); and National Housing Trust Fund (NHTF).
- California's No Place Like Home (NPLH) and Mental Health Services Act (MHSA).
- California Housing Finance Agency (CalHFA).
- State and local government HOME, CDBG and local trust funds.
- McKinney Supportive Housing Program.
- USDA Rural Development programs.
- Project-based Section 8 Vouchers and contract extensions.

#### SAN FRANCISCO

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#### SACRAMENTO

333 University Avenue  
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Sacramento, CA 95825  
Tel: (916) 683-1180  
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#### SAN DIEGO

4231 Balboa Avenue  
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San Diego, CA 92117  
Tel: (858) 617-0579

#### SANTA BARBARA

126 East Haley St.  
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Santa Barbara, CA 93101  
Tel: (805) 914-5401

- HUD multifamily and public housing programs, including Rental Assistance Demonstration (RAD), Section 8 PBRA contracts, 202/811 recapitalizations, FHA mortgage insurance, MAHRA, and Preservation programs.
- Federal Home Loan Bank AHP Program.
- Other federal, state and local funding sources.

After an appropriate training period, SHFCs and HFCs also must be able to:

- Independently run the Partnership’s in-house proforma considering all of the above funding sources, their rules and interactions.
- Provide expert advice to nonprofit and local government housing agency partners regarding the optimal use of all the financing programs and services described above.
- Provide expert consulting services on syndication and resyndication structuring, including a strong understanding of tax and financial concepts, as well as investor negotiating strategies.
- Provide expertise to our partners on exit strategies for projects where Tax Credits are reaching the end of their 15-year compliance period by analyzing project economics, tax and regulatory considerations, and assisting partners in structuring a financing plan that employs innovative techniques to ensure that the nonprofit sponsor can retain ownership of the project with minimal out-of-pocket cash requirements.

Housing Finance Analysts (“HFA”) are trained and supervised by SHFCs and HFCs and must be able to provide support to them as they in turn provide the services outlined above and other tasks including, but not limited to:

1. Running the Partnership’s in-house financial proforma, including initial feasibility analysis; updates for further analysis such as funding applications, closings, conversions, investor updates, and placed in service submittals.
2. Review of investor and/or lender letters of intent and commitment letters, including bid comparison analysis.
3. Review of lender and investor loan, partnership and bond documents.
4. Preparation and/or review of financial sections of applications, including TCAC, CDLAC, HCD, AHP, local government and others.
5. Preparation and/or review of additional submittals to federal, state and/or local housing agencies, such as TCAC Subsidy Layering Review, Readiness, Carryover, Placed in Service submittals; updates to other agencies as may be required.
6. Assistance with bond, loan and syndication closings and conversions.
7. Review of federal, state and local housing program regulations and/or guidelines.
8. Time and skills permitting, direct assistance to the Partnership’s partners, under supervision of SHFCs and HFCs.
9. Time and skills permitting, assist in design and delivery of housing financing training sessions and presentations.

While the primary duties will be financial consulting services for nonprofit and local government housing agencies, all Housing Finance staff (SHFCs, HFCs, and HFAs) assist in designing and delivering training programs on the above topics. Similarly, they must be able and willing to provide expert technical assistance to the staff of nonprofit and local government housing agencies regarding the same list of topics. Finally, Housing Finance staff, like other Partnership employees, must periodically assist with basic office administrative functions consistent with a small nonprofit organization.

## Approach to Providing Financial Consulting Services

Unlike typical financial advisors, the California Housing Partnership's Housing Finance staff do not see themselves as third-party consultants whose sole task is to run financial projections and advise on important financial decisions. Because we take to heart the part of our mission that focuses on building the long-term capacity of our clients, who we see as long-term partners, Housing Finance staff must be able and willing, after appropriate training, to provide intensive coaching and mentoring to less experienced project managers from our partner organizations as well as to engage more experienced project managers and Directors of Housing Development in detailed conversations about the pros and cons of various approaches to financing their developments and tips on avoiding pitfalls in the development process. SHFCs and HFCs should also provide inside information on the latest trends in pricing and likely changes to program regulations and funding sources before they change.

## Qualifications and Requirements

- Experience in affordable multifamily housing development and financing.
  - SHFC: At least eight (8) years' experience.
  - HFC: At least (5) years' experience.
  - HFA: At least (2) years' experience.
  - *A Master's degree in a directly related field may substitute for up to one year.*
- Knowledge of current multifamily financing techniques and resources including the rules of at least the most important financing programs listed.
  - SHFC/HFC: Detailed knowledge required.
  - HFA: Basic knowledge required.
- Hands-on experience with the Low Income Housing Tax Credit (LIHTC) program including experience preparing LIHTC applications with minimal supervision and detailed knowledge of LIHTC investment structuring and analysis.
  - SHFC/HFC: Extensive experience required.
  - HFA: Basic and demonstrated experience required.
- Experience in developing and running multifamily rental real estate proformas.
  - SHFC/HFC: Extensive experience required.
  - HFA: Basic and demonstrated experience required.
- Experience with applying for and structuring tax-exempt bonds preferred.
  - SHFC/HFC: Demonstrated experience required.
  - HFC: Basic experience required.
- Project management experience with an LIHTC housing developer preferred.
- Experience in delivery or design of training is also desirable.
- Detail-oriented self-starter with strong organizational skills.
- Ability to multitask and handle overlapping deadlines and assignments.
- Strong interpersonal skills and ability to thrive in small, nonprofit office environment.
- Excellent public speaking and writing skills.
- Proficiency with Apple computers and OS X standard applications.
- Expert level ability with Microsoft Office products including Excel, Word and PowerPoint.
- Knowledge of and ability to communicate about affordable rental housing policy issues.
- Able and willing to take commercial airline flights within California.

**Equal Opportunity Employer:** The California Housing Partnership is an equal opportunity employer and is committed to creating a diverse, equitable, and inclusive workplace. We strongly encourage qualified

individuals from all backgrounds to apply. For more information about the Partnership, visit our website at [www.chpc.net](http://www.chpc.net).

**Compensation:** Salary for this position is based on experience, and compensation includes a competitive package of benefits including health, dental, vision, chiropractic/acupuncture, transit subsidy, health reimbursement account, and 403(b) retirement plan.

**Application Deadline:** Open until filled.

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**TO APPLY:** Send Cover Letter and Resume to [careers@chpc.net](mailto:careers@chpc.net) with the subject line **“Housing Finance [Senior Consultant/Consultant/Analyst] in [location] Candidate – [Your last name]”**