



JOB ANNOUNCEMENT: HOUSING FINANCE ANALYST SAN FRANCISCO

About the California Housing Partnership

The mission of the California Housing Partnership Corporation (CHPC) is to assist nonprofit and government housing agencies to create and preserve affordable housing for low-income households while providing leadership in affordable housing policy. Since our founding in 1988, CHPC has helped our partners across California leverage more than \$15 billion in private and public financing to create and preserve more than 70,000 apartments.

CHPC currently employs a team of 15 housing finance experts in four offices to provide comprehensive financial consulting, training and technical assistance services to our clients and partners. Typical client 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

Housing Finance Analysts assist CHPC Housing Finance Consultants and Senior Housing Finance Consultants ("Housing Finance Consultants") to advise clients 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); Loan Portfolio Restructuring (LPR); 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
- 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

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- Federal Home Loan Bank AHP Program
- Other federal, state and local funding sources

Housing Finance Analysts will be supervised by Housing Finance Consultants and must be able to provide support to them as they in turn provide expert advice to nonprofit and local government housing agency clients and partners regarding the optimal use of all the financing programs and services described above.

Housing Finance Analysts must be able to provide, after an appropriate initial training, assistance to Housing Finance Consultants in such tasks including, but not limited to:

1. Run CHPC'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 CHPC clients, under supervision of Housing Finance Consultants;
9. Time and skills permitting, assist in design and delivery of housing financing training sessions and presentations.

Housing Finance Analysts, like other CHPC 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, CHPC's finance team does not see ourselves as third-party consultants whose sole task is to run financial projections and advise on important financial decisions. Because CHPC takes 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 Analysts must be able and willing, after appropriate training, to provide coaching and mentoring to less experienced client project managers.

Qualifications and Requirements

- At least eight (3) years' experience in affordable multifamily housing development and financing (a Master's degree in a directly related field may substitute for up to one year);
- Basic knowledge of current multifamily financing techniques and resources including the rules of at least the most important financing programs listed above;
- Demonstrated hands-on experience with the Low Income Housing Tax Credit (LIHTC) program including experience preparing LIHTC applications and basic knowledge of LIHTC investment structuring and analysis;

- Basic experience in developing and running multifamily rental real estate pro formas;
- Experience with applying for and structuring tax-exempt bonds preferred;
- Project management experience with an LIHTC housing developer preferred;
- 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;
- Strong 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: CHPC is an equal opportunity employer where diversity is considered an asset. For more information about CHPC, visit our website at www.chpc.net.

Compensation: Salary commensurate with experience. Excellent benefits.

Application Deadline: Open until filled.

TO APPLY: Send Cover Letter and Resume to Chris Maxwell (cmaxwell@chpc.net) with the subject line "Housing Finance Analyst – [YOUR LAST NAME]."