



## JOB ANNOUNCEMENT: HOUSING FINANCE ANALYST SAN FRANCISCO or LOS ANGELES

### About the California Housing Partnership

The mission of the California Housing Partnership Corporation (the "Partnership") 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, the Partnership has helped our partners across California leverage more than \$18 billion in private and public financing to create and preserve more than 70,000 apartments.

The Partnership currently employs a team of 17 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 the Partnership's 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 an array of competitive programs including:

- Low Income Housing Tax Credits
- Tax-Exempt Bond Financing
- State of California Housing and Community Development (HCD) programs
- Local government HOME, CDBG, bond programs and other housing funds
- Project-based Section 8 Vouchers and contract extensions
- HUD and Rural Development Programs

Housing Finance Analysts will be trained and 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 period, assistance to Housing Finance Consultants in such tasks including, but not limited to:

#### SAN FRANCISCO

369 Pine Street  
Suite 300  
San Francisco, CA 94104  
Tel: (415) 433-6804  
Fax: (415) 433-6805

#### LOS ANGELES

600 Wilshire Blvd.  
Suite 890  
Los Angeles, CA 90017  
Tel: (213) 892-8775  
Fax: (213) 892-8776

#### SACRAMENTO

333 University Avenue  
Suite 200  
Sacramento, CA 95825  
Tel: (916) 683-1180  
Fax: (916) 682-1194

#### SAN DIEGO

4231 Balboa Avenue  
Suite 1018  
San Diego, CA 92117  
Tel: (858) 617-0579

#### SANTA BARBARA

126 East Haley St.  
Suite A12  
Santa Barbara, CA 93101  
Tel: (805) 914-5401

- Run 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;
- Review of investor and/or lender letters of intent and commitment letters, including bid comparison analysis;
- Review of lender and investor loan, partnership and bond documents;
- Preparation and/or review of financial sections of applications, including TCAC, CDLAC, HCD, AHP, local government and others;
- 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;
- Assistance with bond, loan and syndication closings and conversions;
- Review of federal, state and local housing program regulations and/or guidelines;
- Time and skills permitting, direct assistance to the Partnership's clients, under supervision of Housing Finance Consultants;
- Time and skills permitting, assist in design and delivery of housing financing training sessions and presentations.

Housing Finance Analysts, like other employees of the Partnership, must periodically assist with basic office administrative functions consistent with a small nonprofit organization.

### Qualifications and Requirements

- At least two (2) 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 preferred;
- 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 where diversity is considered an asset. 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, and 403(b) retirement plan.

**Application Deadline:** Open until filled.

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**TO APPLY:** Send Cover Letter and Resume to Amanda Isbell ([aisbell@chpc.net](mailto:aisbell@chpc.net)) with the subject line "Housing Finance Analyst – [YOUR LAST NAME]."