

DIRECTOR OF MULTIFAMILY DEVELOPMENT

APPLICATION DEADLINE IS MONDAY, SEPTEMBER 5, 2016 AT 11:59PM

Division: Multifamily Development
Reports to: Executive Director
Location: Nashville, TN
Full-time/Part-time: Full-time
Salary Grade: 122
Monthly Salary Range Minimum: \$7,400
FLSA Classification: Exempt (03)

Critical features of this job are described under the headings below. They may be subject to change due to changes in our business processes or other business-related reasons.

POSITION SUMMARY: Oversees the Multifamily Development Division and administration of the Low-Income Housing Tax Credit Program, the Multifamily Tax-Exempt Bond Authority Program, and other multifamily lending programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following.

- Directly supervises staff; interviews, makes hiring recommendations, and trains employees; makes assignments and monitors work; develops employee skills and encourages growth and development; reviews and evaluates employee performance; addresses workplace issues and provides leadership, guidance, coaching, and disciplinary measures for staff; addresses personnel issues in conjunction with appropriate leadership and the Human Resources Division.
- Directs the evaluation and analysis of Low-Income Housing Tax Credit applications, Multifamily Tax-Exempt Bond Authority applications, or applications for other multifamily lending programs.
- Ensures proper reporting to relevant federal and state authorities.
- Researches and develops policies and procedures related to multifamily development.
- Provides program information to the THDA Board of Directors and Leadership Team as needed.
- Maintains relationships with government officials, developers, for profit and non-profit organizations, syndicators, lenders and others in the affordable housing industry.
- Interprets federal and state legislation and regulations relating to the Low-Income Housing Tax Credit Program, the Multifamily Tax-Exempt Bond Authority Program, and other multifamily lending programs.
- Drafts and reviews documents used in connection with the Low-Income Housing Tax Credit Program, the Multifamily Tax-Exempt Bond Authority Program, and other multifamily lending programs.
- Works with the Chief Legal Counsel regarding legal issues involving the Low-Income Housing Tax Credit Program, the Multifamily Tax-Exempt Bond Authority Program, and other multifamily lending programs.
- Collaborates with other divisions to meet goals of the Low-Income Housing Tax Credit Program, the Multifamily Tax-Exempt Bond Authority Program, and other multifamily lending programs.
- Stays current in industry trends and regulatory compliance through workshops, newsletters, conferences, and affiliation with industry organizations.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, and/or abilities required.

Education and Experience:

- Bachelor's degree in social science, business, public administration, economics or other related field from an accredited institution.
- Three years of experience in developing or financing affordable multifamily development and/or related areas.
- Four years of increasingly responsible management and leadership experience.
- Experience, as a lawyer licensed in Tennessee, representing developers, owners and/or lenders in commercial real estate and/or lending transactions or other legal experience pertaining to real estate, housing, federal tax law and mortgage lending is a plus.

The above qualifications express the minimum standards of education and/or experience for this position. Other combinations of education and experience, if evaluated as equivalent, may be taken into consideration.

Knowledge, Skills, Abilities, and Competencies:

- Ability to effectively manage staff; ability to plan, schedule, and evaluate the work of others; delegate work assignments; set expectations.
- Working knowledge of affordable housing production programs is preferred.
- Ability to provide effective vision and leadership; contributes to decision-making affecting organizational strategy.
- Communicates effectively and regularly with staff; makes self available to staff.
- Demonstrates the ability to build and maintain positive relationships with THDA's board members, Executive Team, Leadership Team, and staff; other local state and federal government entities; and the affordable housing industry.
- High level of detail and accuracy.
- Maintains credibility through sincerity, honesty, and discretion.
- Maintains a high level of confidentiality.
- Superior communication skills, both written and verbal, to effectively address all levels internally and externally.
- Demonstrates enthusiasm for public service and the production of affordable housing.
- Computer literate; proficient in Microsoft Word, Excel, Outlook, and the internet; able to effectively adapt to and use other computer systems as needed for daily activities.

Special Demands:

The special demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this job.

- Current, valid driver's license from domicile state and the ability to drive.
- Occasional day travel and some overnight travel, both in and out of state (less than 20%).
- While performing the duties of this job, the employee is regularly required to sit; stand; use hands to finger, handle or feel; and talk and hear.
- The employee is occasionally required to walk; reach with hands and arms, and stoop, kneel, or crouch.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

EQUAL OPPORTUNITY/EQUAL ACCESS/AFFIRMATIVE ACTION EMPLOYER

APPLICATION MUST BE COMPLETE AND RESUME ATTACHED FOR CONSIDERATION

PLEASE VISIT OUR WEBSITE AT WWW.THDA.ORG/CAREERS AND FOLLOW THE ONLINE APPLICATION INSTRUCTIONS