

## Senior Housing Development Specialist

### BACKGROUND

The Office of Housing and Community Development (OHCD) and the Executive Office of Commerce seek interested candidates to serve as a Senior Housing Development Specialist. The Office of Housing and Community Development provides opportunities for healthy and affordable housing through production, lead hazard mitigation, and the coordination of the homeless system and implementation of the State's plan to end homelessness. OHCD provides financial and operational support for all housing programs administered by the Housing Resources Commission, including a rental assistance program, which will provide housing to homeless individuals and families by non-profit homeless service providers. Community Development branch administers the federal Community Development Block program, and related programs. In addition to working with the Office of Housing and Community Development, potential candidates would work closely with the newly appointed Deputy Secretary for Housing per the below description of responsibilities.

*This is a temporary role being hired by the Office of Housing and Community Development through a temporary staffing agency. The Commerce Corporation is cross posting this position to solicit wide candidate interest on behalf of a partner organization, the Rhode Island Office of Housing and Community Development. RI Commerce Corporation is not involved in the hiring process or applicant selection.*

This role reports to the Deputy Secretary of Commerce for Housing within the Rhode Island Executive Office of Commerce.

### RESPONSIBILITIES:

- Review project financial underwriting for new construction and preservation projects, especially multi-family, in coordination with RI Housing (State Housing Financing Agency)
- Explore site-specific development opportunities with goal of releasing RFPs in conjunction with other agencies, housing authorities and or municipalities
- Analyze current pipeline of new construction and preservation projects to align with policy priorities
- Lead all housing development-related activities, including new construction, preservation, and public housing related initiatives from the Executive Office of Commerce and/or OHCD at the direction of the Deputy Secretary.
- Create and implement plans to scale up development for affordable housing with available funding from covid recovery efforts.
- Create new, innovative policies and financing structures to meet the State's changing needs.

- Assist in creating long-term capital budget that matches the goals of housing plan under development
- Analyzing proposed developments and financial projections to ensure they meet policy and programmatic requirements.
- Assist municipalities and public housing authorities in assessing financial feasibility in early stages for new construction projects
- Undertaking special financial analysis projects/initiatives at the direction of the Deputy Secretary

**Required Qualifications:**

- A Bachelor’s degree with substantial course work/credits specific to finance and/or real estate; a minimum of 7+ years of relevant experience in real estate lending, underwriting policy and/or development; or a satisfactory combination of education and/or experience equivalent to the above.
- Demonstrated dedication to advancing affordable housing and serving vulnerable or low-income populations.
- Proficiency in building and working with pro-forma templates to analyze feasibility.
- Proficiency in using mortgage loan models and employing financial concepts.
- Strong interpersonal, verbal, and written communication skills.
- Strong organizational skills with excellent attention to detail.

**Preferred Qualifications:**

- Experience working with public housing authorities.
- Knowledge of low-income housing tax credit programs.
- Experience working with housing finance agencies.
- Experience in private or non-profit sector real estate sector.

**Anticipated Pay Rate:** \$85.00/hr. for 35-40 hours a week. Part-time arrangements (less than 30 hours/week) may be considered.

**Anticipated Start Date:** As soon as possible but no later than May 1.

**Instructions:** Interested candidates should send their resume and a cover letter to DOA.CDBG@doa.ri.gov, indicating “Senior Housing Development Position” in the subject line.