

VERMONT HOUSING AND CONSERVATION BOARD
Job Description

POSITION: Senior Housing Analyst

REPORTS TO: Housing Director

Responsibilities:

This individual works with the Housing Director, the Executive Director, Director of Federal Housing Programs, Asset Manager, and other members of the VHCB housing staff as well as the Board to evaluate affordable housing applications to the Board, to make recommendations for action, and to participate in the development and refinement of VHCB's affordable housing related policies.

1. Evaluation of Multi-family Housing Applications

Conducts analysis of project applications for quality, completeness, feasibility and consistency with VHCB policies and goals and the State of Vermont's Consolidated Plan as well as objectives and requirements of various federal programs as applicable.

Performs financial underwriting analysis of project budgets for review by and in consultation with Housing Director and other housing staff.

Assists the Housing Director and applicants in identifying other resources and alternatives to make projects feasible.

Prepares recommendations for Board action on multi-family affordable housing applications.

2. Review of Commitment Letters and Grant Agreements

Reviews for accuracy, commitment letters for housing project awards.

Reviews, with Grant Administrator, draft grant agreements.

3. Closings

Works with counsel and other VHCB staff to review compliance with VHCB grant conditions prior to closing.

Writes closing memos to counsel.

At and after closing, reviews grantee requisitions for project funds to ensure complete supporting documentation and compliance with grant conditions.

Throughout the underwriting process, the Senior Housing Analyst is responsible for managing the accurate entry of information into VHCB's database and file management systems, and for ensuring that data is updated in a timely and accurate manner.

4. Organizational and Project Monitoring

Reviews grantees' project reports as requested by Grants Manager and other VHCB staff.

Works with Stewardship Coordinator on organizational and project monitoring including the following:

Reviews files for evidence of compliance with conditions of award and participates in writing of pre-monitoring letters.

Conducts site monitoring visits in conjunction with other staff.

Participates in writing follow-up letter(s).

Participates in review of applications for organizational development funds

Takes the lead on organizational monitoring of recipients of Organizational Development Grants for whom the Senior Housing Analyst was the lead underwriter.

5. Policy Development and Implementation

Maintains communications with grantees and housing representatives to ensure their input and comment on VHCB policies and actions.

Works with the Housing Director, Executive Director and members of the VHCB housing staff to address policy issues related to VHCB's housing activities and to participate in developing policy recommendations for adoption by the Board.

6. Data Collection, Research and Special Projects

Undertakes special research projects either for VHCB or in collaboration with other agencies, as necessary and appropriate.

Works with the Administrative Officer to respond to requests for information from the Legislature, the Administration, and other entities.

In consultation with the Director, undertakes special projects that support the mission of VHCB's housing programs. This may include convening gatherings, assembling stakeholder input, making recommendations regarding proposals for special projects or initiatives, and participating in the development and implementation of programs.

7. Other Duties

Keeps in regular communication with other VHCB program staff to take advantage of opportunities for collaboration and program innovation.

Represents organization, as appropriate, to non-profit organizations, community groups, municipalities, and state agencies.

Works collaboratively with state and federal agencies and organizations. Coordinates program activities with other funding agencies, as appropriate.

Processes applications for Feasibility Fund awards.

Helps process project and organizational disbursement requests for VHCB dollars.

Qualifications:

The Senior Housing Analyst should have substantial prior experience and training in housing development, financial analysis of housing projects and multi-family housing underwriting, as well as strong communication skills, attention to detail and a commitment to the mission of VHCB. Experience working with non-profit organizations, municipalities, housing development groups, and state agencies is important. Background in any or all of the following is desirable: architecture, construction, service-supported housing, training and technical assistance, working with federal funds. This position requires some travel so a valid driver's license is also desirable.

Salary Range: \$55-65,000, commensurate with experience. Comprehensive benefit package included.