POSITION: Housing Stewardship Coordinator

REPORTS TO: Housing Director    CLASSIFICATION: Regular, Full-Time, Exempt

Responsibilities:
The Stewardship Coordinator oversees the health and sustainability of VHCB’s portfolio of housing developments. This individual works closely with the Housing Director, Asset Manager and other members of VHCB’s housing, legal, and finance staff to collect data and monitor the health of VHCB funded developments, problem solve issues pertaining to those developments, make recommendations for action, and oversee implementation of these actions. The Stewardship Coordinator is also responsible for making recommendations regarding deferred VHCB and federal debt and in managing the monitoring of properties.

Specific duties include:

1. Trouble Shooting/Problem Solving
   - Is the point of contact when a previously funded development is facing challenges or problems. Takes the lead on developing potential solutions to such problems or challenges. Works in consultation with the Housing Director, other housing staff, members of the management team and legal staff, as appropriate. Works with the Housing Director to prioritize projects for financial or technical assistance.
   - When necessary, prepares recommendations to the VHCB Executive Director, Board of Directors, or Board Chair for action. Manages the implementation of these actions.

2. Collects and monitors data
   - Collects, organizes, and interprets data on the physical and financial health of projects.
   - Develops and maintains a watch list of troubled properties.
   - Reviews Housing Vermont and VHFA reports and watch lists.
   - Works with VHCB’s information technology staff to ensure that information appropriate to stewardship is maintained in the VHCB database and that the information is correct.
   - Exercises judgment about how to track data and other information.

3. Manages Compliance with VHCB Housing Subsidy Covenant
   - Serves as the main point of contact for compliance with VHCB’s Housing Subsidy Covenant.
   - Negotiates adjustments to the Covenant with Owners as needed for the sustainability of the housing and seeks Board approval as necessary.
   - Underwrites requests for refinancing existing VHCB projects and requests to discharge VHCB’s interests in an assisted property.

4. Existing Housing Loans
   - Works with financial staff to obtain information on the status and performance of outstanding multi-family deferred and amortizing VHCB and federal program loans.
   - Presents proposals to the Board regarding properties that have demonstrated challenges in satisfying loan obligations.
   - Works with property owners to recommend to the Board changes to loan terms and repayments in accordance with the VHCB policies and guidelines. Advises management on the need for refinement and/or waiver of these policies and guidelines.
   - Works with VHCB staff and applicants to ensure that VHCB’s housing awards are properly structured to comply with the Low Income Tax Credit Program.
5. Monitoring
   - Takes the lead in identifying projects which need monitoring including deciding which previously funded projects to include. With housing staff, coordinates this monitoring with overall organizational monitoring.
   - Participates in pre-monitoring meetings of VHCB staff. Accompanies staff on monitoring visits as needed. Supports project monitoring conducted by federal and other housing staff.
   - Develops written internal guidance on monitoring goals and processes and ensures that this guidance is consistent with VHCB and HUD policies.
   - Implements and manages the system for tracking both the condition of properties whose owners are not monitored on a regular basis, including pertinent data such as the use of the property, vacancy rate, reserve levels, etc.
   - Works with appropriate VHCB staff to ensure periodic monitoring of Homeland and Habitat homes, the Home Access Program, and other homeownership programs.

6. Organizational Grants
   - Reviews sections of organizational grant applications regarding existing properties and makes any applicable recommendations.
   - Participates in review of applications for organizational development funds.

7. Policy Development
   - Works with the Executive Director, Housing Director and other staff to develop any policies/guidelines relevant to the stewardship of VHCB’s affordable housing portfolio.

8. Other Duties
   - Represents VHCB, as appropriate, to non-profit organizations, community groups, municipalities, and state agencies.
   - Works collaboratively with state and federal agencies and organizations around issues of data collection and stewardship.
   - Assists in responding to requests from the Legislature and others for information about the housing portfolio.
   - Maintains communication with grantees on an ongoing basis regarding stewardship activities, portfolio health, and monitoring.
   - Provides feedback to VHCB staff and others regarding “lessons learned,” especially those problems that could potentially be avoided if identified during the underwriting or project development process.

**Qualifications:**
The Housing Stewardship Coordinator should have prior experience and training in housing development, and/or financial analysis of housing projects and underwriting. This individual should have strong communication and writing skills, attention to detail, be a creative and organized thinker and a good problem solver. Experience working with non-profit housing developers, property managers, social service providers and state agencies is highly desirable, as is knowledge of building construction and database management. Ability to work well as a member of a team is essential.

**Salary range:** $58,000-$66,000, commensurate with experience. Comprehensive benefits package included.

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