

## The Burgess Group

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## **JOB OPENING DESCRIPTION**

**JOB TITLE: Senior Vice President – Debt Issuance**

**REPORTS TO: President – Finance & Development, NYS Housing Finance Agency**

**LOCATION: New York, NY**

**DATE: March 29, 2013 until position is filled**

### **DUTIES:**

The SVP - Debt Issuance (“SVP”) will help oversee the Agencies’ debt issuance efforts. The SVP will be responsible for assuring the debt transactions are structured, documented and executed to the highest standard. Specifically the SVP will be responsible, in consultation with the President, for determining and creating the financing structure, and reviewing and approving the associated bond and program related documents, cash flows, rating agency submissions and opinions. The SVP will be responsible for deploying internal and external resources to assure the timely and efficient processing of the financings and the resolution of all relevant business terms. The SVP will assure the Agencies’ continued compliance with MSRB and other regulatory requirements. The SVP will also have primary responsibility for interacting with the PACB and State Comptroller’s office with respect to these issuances.

The SVP will assist the President-Finance & Development in launching new financing initiatives and implementing program improvements as needed.

The incumbent will exercise judgment concerning the deployment of department personnel and resources in execution of his duties. Other responsibilities will include timely preparation and submission of annual budget request, annual report information and other reports as needed.

### **QUALIFICATIONS:**

- MBA in Business, Public Finance, Economics, Mathematics or Masters Degree in City Planning/Public Policy or relevant Legal degree;
- 10-15+ years relevant experience
- Proven track record of expertise in public finance, extensive knowledge of taxable and tax-exempt housing and general municipal finance;

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- Excellent analytical, organizational, management and communication skills are essential.

This job description is not intended to be all-inclusive and employee will be expected to perform other reasonable related duties as assigned. Competitive salary, excellent benefits and a challenging work environment.

To Apply: Email resume and a financial writing sample specifically pertaining to job description to: [BillBurgess@TheBurgessGroup.com](mailto:BillBurgess@TheBurgessGroup.com), with three (3) references. After submission, if there are questions call: 212.406.2400 or fax: 212.406.2402.

New York State Housing Finance Agency/State of New York Mortgage Agency/Municipal Bond Bank Agency is an EEO/M/F/D/V employer.