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JOB OPENING DESCRIPTION

JOB TITLE: Senior Vice President—Multifamily Finance

REPORTS TO: President. Finance & Development, NYS Housing Finance Agency

DEPARTMENT: Finance & Development

LOCATION: New York, NY

DATE: March 28, 2013 until position is filled

DUTIES AND RESPONSIBILITIES:

The SVP of Multifamily Finance is a senior level position in Finance & Development within New York State Homes & Community Renewal – the State’s recently integrated housing agency. This position is responsible for contributing to the success of the Agency by actively managing its investments in multifamily housing through state and federal low income housing tax credits, subsidy programs and bond finance resources. The SVP will be accountable for directing these investments to meet the mission, goals and objectives of the Agency with respect to its multifamily housing activities and policies. The SVP will represent the Agency in its day to day interaction with multifamily housing developers, their lawyers and bankers, tax credit investors, and other partners. The SVP will be responsible for overseeing the efficient processing of multifamily project financings, the LIHTC review, award and closing process and the resolution of relevant business terms and conditions.

The SVP will be responsible for actively managing a staff of approximately 55 professionals and exercising sound judgment concerning their deployment, hiring, promoting, evaluation and training. Specifically the SVP will be responsible for the outcomes of the following units: Multifamily Finance (bond financed investments), Special Projects, Loan Servicing and Multifamily Capital (9% LIHTCs, SLIHC and HTF Financed investments). The SVP will also continue the Agency’s progress in integrating and streamlining the process that inform our investment decision making.

Other responsibilities will include timely preparation and submission of annual budget request, review and presentation of materials to be made at Credit Committee and Board of Directors Meetings and representing the Agency at public events

QUALIFICATIONS:

MBA in Real Estate or Business or Masters Degree in City Planning/Public Policy and 10 to 15+ years experience or relevant background with proven track record of expertise in multifamily finance, knowledge of state and federal housing programs and all relevant governmental regulations. Excellent analytical, organizational, management and communication skills are essential. Positive, pragmatic approach to problem resolution; and demonstrated ability and willingness to be part of a team.

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

To Apply: Email ASAP resume and a financial writing sample specifically pertaining to job description to: BillBurgess@TheBurgessGroup.com, with three (3) references. After which, if there are any questions call: 212.406.2400 or fax: 212.406.2402. NYS Homes & Community Renewal Agency is an EEO employer.