

**POSITION TITLE: Affordable Housing Manager**

**REPORTS TO: Executive Vice President (EVP), Real Estate**

**Hours: Fulltime**

**PRIMARY RESPONSIBILITIES:** : Under the direction of the Vice President for Real Estate Development, the Affordable Housing Manager is responsible for monitoring and directing real estate functions, including, but not limited to, grant and funding compliance, data and document compilation from acquisition through marketing and sales, and ongoing reporting to partners and regulatory agencies. This person will serve as the primary point of contact for all compliance issues.

**I. ESSENTIAL FUNCTIONS:**

- Prepare documents related to real estate transaction.
- Assist with preparation, coordination, and filing of grant and other funding applications.
- Compile all necessary information for government agencies – including, but not limited to OHFA, FHLB, HUD, and RD – for property acquisitions, LIHTC applications, and ongoing compliance of existing projects.
- Oversee properties as going concerns, keeping revenue at or above the projected budget, dealing with tenant issues, and providing written monthly accounts of costs incurred.
- Compile reports on due diligence including zoning, utility research, title review, market analysis, demographic studies, etc.
- Coordinate site activities, including meeting stakeholders, vendors, and staff on-site.
- Ensure all safety policies and practices are followed – including all permits are received prior to construction work, all necessary inspections are completed, all properties are certified for occupancy.
- Assist Vice President, Real Estate Development in other duties, as assigned.

**II. MINIMUM REQUIREMENTS:**

- Minimum of two years of experience in affordable housing affordable housing, including direct or support roles in acquisitions, design, financial projections, and lease-up or sales.
- Specific knowledge and experience with OHFA, HUD, FHLB, and RD, including loan requirements, grant applications, and HAP awards and assignments.
- General knowledge of and experience with the construction process from identifying site and scope of work to occupying and stabilizing units.
- Willingness to coordinate schedules, host and attend meetings, and work collaboratively on multiple projects at the same time.
- Experience with fundraising, cost accounting, and invoicing.

- Experience with collaboration, community building and advocacy, and project creation.
- Must be able to pass a criminal background check, pre-employment drug screen and possess a valid driver's license.

---

To apply for this position, please send a cover letter and resume to Suzette Berry, MBA, the Vice President, Human Resources at Finance Fund and Finance Fund Capital Corporation at [SBerry@FinanceFund.org](mailto:SBerry@FinanceFund.org)