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Housing Finance Analyst II

📍 Preferably San Francisco or Los Angeles / Temporarily

Remote Due to COVID-19, CA

🕒 Full Time

👥 Financial Consulting

🎓 Mid Level

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REPORTS TO: Director or Associate Director

STATUS: Full-Time, Non-exempt

SALARY: Starting range begins at \$38.46/hour

Essential Duties and Responsibilities

Housing Finance Analyst II's assist California Housing Partnership Housing Finance Consultants and Senior Housing Finance Consultants ("Housing Finance Consultants") to advise clients on financial strategies to structure and maximize equity and bond or loan proceeds raised; guide clients on the selection of equity investors and lenders and negotiation of deal terms; prepare financial projections; and obtain funding from an array of competitive programs including:

- Low Income Housing Tax Credits (LIHTC)
- Tax-Exempt Bond Financing
- State of California Housing and Community Development (HCD) programs
- Local government HOME, CDBG, bond programs and other housing funds
- Project-based Section 8 Vouchers and contract extensions

- HUD and Rural Development Programs

Housing Finance Analyst II's will be trained and supervised by Housing Finance Consultants. After an appropriate initial training period, Housing Finance Analyst II's will provide assistance to Housing Finance Consultants in such tasks including, but not limited to:

1. Run in-house financial proforma, including initial feasibility analyses; updates for further analyses such as funding applications, closings, conversions, investor updates, and placed in service submittals;
2. Review of investor and lender letters of intent and commitment letters; assist with bid comparison analyses;
3. Review of lender and investor loan, partnership and bond documents;
4. Preparation and/or review of financial sections of funding applications, including TCAC, CDLAC, HCD, AHP, local government and others;
5. Preparation and/or review of additional submittals to federal, state and/or local housing agencies, such as TCAC Subsidy Layering Review, Readiness, Carryover, and Placed in Service submittals; and updates to other agencies as may be required;
6. Assistance with bond, loan and syndication closings and loan conversions;
7. Review of federal, state and local housing program regulations and/or guidelines;
8. Time and skills permitting, provide direct assistance to clients, under supervision of Housing Finance Consultants;
9. Time and skills permitting, assist in design and delivery of housing financing training sessions and presentations;
10. Assistance with data analysis to support policy recommendations.

Housing Finance Analyst IIs, like other California Housing Partnership employees, must periodically assist with basic office administrative functions consistent with a small nonprofit

organization.

Qualifications and Requirements

- At least two (2) years' experience in affordable multifamily housing development and financing (a master's degree in a directly related field may substitute for up to one year);
- Basic knowledge of current multifamily financing techniques, resources and guidelines/regulations, including the Low Income Housing Tax Credit (LIHTC) program;
- Demonstrated hands-on experience with the Low Income Housing Tax Credit (LIHTC) program including experience preparing LIHTC applications and basic knowledge of LIHTC investment process;
- Basic experience in running multifamily rental real estate pro formas;
- Experience with applying for and structuring tax-exempt bonds preferred;
- Project management experience with a LIHTC housing developer preferred;
- Detail-oriented self-starter with strong organizational skills;
- Capacity for independent research and analysis;
- Ability to multitask and handle overlapping deadlines and assignments;
- Strong interpersonal skills and ability to thrive in small, nonprofit office environment;
- Strong verbal and written skills;
- Proficiency with Apple computers and OS X standard applications strongly preferred;
- Strong proficiency with Microsoft Excel; proficiency with Word and PowerPoint;
- Knowledge of and ability to communicate about affordable rental housing policy issues;
- Vaccinated against Covid-19 or able and willing to receive vaccination prior to beginning employment.
- Able and willing to take commercial airline flights within California (post-Covid pandemic restrictions).

The California Housing Partnership is also currently hiring for Senior Housing Finance Consultant

(<http://careers.chpc.net/apply/VrNxo54Of6/Senior-Housing->

**Finance-Consultant) and Housing Finance Consultant
(<http://careers.chpc.net/apply/1nKD56C6da/Housing-Finance-Consultant>).**

Compensation

Compensation includes a competitive package of employee benefits including health, dental, vision, chiropractic/acupuncture, transit subsidy, health reimbursement account, employee assistance plan, and 403(b) retirement plan.

Equal Opportunity Employer

The California Housing Partnership is an equal opportunity employer and is committed to creating a diverse, equitable, and inclusive workplace. We strongly encourage people of diverse backgrounds and identities to apply. For more information about the Partnership, visit our website at www.chpc.net.

About the California Housing Partnership

The California Housing Partnership is unique in combining on-the-ground technical assistance with advocacy leadership at the state and national level to increase the supply of affordable homes in California. The Partnership is a “do-and-think-tank” that uses the experience gained from helping numerous nonprofit and local government partners leverage \$25 billion to create 75,000 affordable and sustainable homes over the past 30 years to provide expert finance and policy technical assistance. We are the trusted advisor to these mission-driven organizations, helping them envision and execute multilayered plans for creating and preserving sustainable affordable rental housing. We are also the trusted advisor to many state leaders who implement laws and programs to provide necessary housing resources, and the state and local government housing organizations that allocate these resources.

What we learn from providing technical assistance and training to our partners directly informs our professional work affecting policy and systems change to improve and expand existing and new funding programs to proactively meet housing affordability needs in California. In addition, the Partnership provides statewide publications and data tools to facilitate housing policy development, outcomes tracking and research.

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Are you legally authorized to work in the United States? *

Yes

No

Earliest Start Date

Willing to Relocate?

Yes

No

What professional or personal experiences inspire your commitment to community development and social justice? *

Human Check *

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