



August 4, 2014

DIRECTOR – DEVELOPMENT DIVISION

Rhode Island Housing, an agency of the State of Rhode Island, is primarily funded by private investors and through administration of federal housing programs. All of our resources are invested in our mission. Rhode Island Housing works to ensure that all people who live or work in Rhode Island can afford a safe, healthy home that meets their needs. Our belief is that a home encompasses much more than four walls and a roof.

We are currently looking for a Director of the Development Division. The objective of this position is to promote the development of affordable homes for a broad range of incomes and needs and to ensure that the homes will be physically and financially sound for its intended life.

The Director develops and implements policies, procedures and systems to effectively administer a variety of housing programs including, but not limited to, first mortgage loans, deferred loans, tax credits, equity investments, construction loans and federal insurance and federal and state subsidy programs. Incumbent is also responsible for encouraging and promoting the preservation and refinancing of existing affordable housing developments. The Director ensures that underwriting, documentation and closing procedures are in compliance with internal policies and regulatory guidelines. Incumbent must keep current on applicable federal and state laws and regulations; advise staff of changes; and maintain current procedure policies and manuals.

Supervise multiple RFP processes for all types of single and multi-family construction and rehabilitation funding. Responsible to ensure financial viability of all development activity and compliance with applicable design, construction and underwriting standards, as well as specific funding program requirements. Develop and maintain working relationship with federal, state and local government officials, developers, builders, architects, lenders, non-profit groups and other interested third parties regarding housing development policies and program issues. Work to identify, analyze and recommend solutions to the state's affordable housing needs. Incumbent is a leading advocate in the State for sound and equitable housing policies as they affect the state as a whole and the lives of people.

Candidate must have 8-10 years of broad-based management experience in real estate development, community development or federal housing program administration, including staff supervision and training, with demonstrated knowledge of public/private financing, real estate investment analysis and design/construction practices and procedures; requires experience in soliciting, evaluating and structuring commercial real estate transactions; excellent verbal and written communications skills; strong analytical, negotiation, problem-solving and organizational skills; Bachelor's degree in business, public administration, real estate or related field (Masters preferred). Use of personal vehicle, valid driver's license and proof of insurance is required.

Send resume to Rhode Island Housing, Attn.: Human Resources Director, 44 Washington Street, Providence, RI 02903, fax 450-1317 or e-mail careers@rhodeislandhousing.org.

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