

CDA Lending and Risk Analyst II (454505)

Program Coordinator

Recruitment # 26-003726-0003

Filing Deadline 05/08/2026 11:59:00 PM

Salary - \$70,743.00/year - \$79,271.00/year (Grade 17, Step 5-11 with promotional growth to \$110,288.00/year)



This is a Skilled Service position with full Maryland State Benefits

Work that Matters.

The Maryland Department of Housing and Community Development (DHCD) is a national leader in the financing of affordable housing and revitalizing communities. This is an opportunity to join this nationally-recognized, award-winning organization and apply your skills to this high public purpose and challenging area. Annually, DHCD finances approximately 2,700 units of multifamily rental housing in 40 properties, amounting to \$350 million in construction and permanent financing. Funding comes from a variety of sources, including state-appropriated funds, taxable and tax-exempt revenue bonds, federal low-income housing tax credits, federal HOME funds and other federal funds.

Program Excellence: Housing and Building Energy Programs

Who we are and what we do: We are a fast paced, dynamic team committed to serving Maryland households. We are looking for team players that share our vision of program excellence and our commitment to customer service. We achieve program excellence through continuous process improvement involving everyone in a collaborative and collegial team centered environment. Our programs offer Weatherization, energy efficiency, and health and safety improvement services to single family, multifamily, and commercial buildings in the state. Most of our programs serve limited income Maryland households.

The programs that the division administers provide energy efficiency improvements that help reduce costs to residents, increase comfort, improve health and safety in the home, support local employment, and contribute strongly towards meeting the State's environmental goals. This program portfolio consists of programs such as the US Department of Energy Weatherization Assistance Program (WAP), EmPOWER Whole Home Efficiency Program, EmPOWER Multifamily Energy Efficiency and Housing Affordability Program (MEEHA), Maryland Energy Assistance Program (MEAP) for Crisis/No-Heat/No-Cool, Energy-Efficient Homes Construction Loan Program (NetZero), and the BeSMART Home Energy Loan Program (BeSMART).

Grade:

17

This position offers a salary range of \$70,743.00 - \$79,271.00/year, with potential for advancement up to \$110,288.00 based on qualifications, equity, hiring guidelines. Initial salary offers are determined by qualifications, experience, and available budget, and typically do not exceed \$79,271.00/year.

Position Duties:

The Department of Housing and Community Development is seeking a self-motivated and collaborative Program Coordinator to support the Senior Program Manager and assist in coordinating operations across multiple programs. This position plays a key role in facilitating cross program activities, supporting reporting and data analysis, tracking budgets and program operations, and helping deliver a streamlined “One-Stop-Shop” experience for program participants to support the Housing and Building Energy Programs.

The Program Coordinator serves as the program’s database user support liaison, assisting staff with system navigation and coordinating technical issues with appropriate personnel. The role also contributes to updates to program procedures, guidance materials, and presentation documents for internal and external stakeholders.

The ideal candidate will have experience in business, project, or program management. Backgrounds in residential construction, or renewable energy systems are a plus. The candidate must be able to work independently and collaboratively with internal staff, municipal agencies, energy auditors, architects, engineers, subcontractors, and program participants.

This is a unique opportunity for a qualified candidate to join our team during a period of significant growth in the industry for a long-term career that includes a competitive salary, State benefits, industry standard continuing education, and a hybrid work schedule.

Minimum Qualifications:

Education: Graduation from an accredited high school or possession of a high school equivalency certificate.

Experience: Seven years of experience evaluating the risk involved in granting single family, multifamily and commercial loans, government assistance programs, and/or construction management.

Notes:

1. Candidates may substitute the possession of a Bachelor's degree from an accredited college or university in Business Administration, Architecture, Construction Management, Finance, Economics, Real Estate, Architecture or any other related field and three years of experience evaluating the risk involved in granting single family, multifamily and commercial loans, government assistance programs, and/or construction management for the required experience.

2. Candidates may substitute U.S. Armed Forces military service experience as a commissioned officer in loan specialist classification, loan specialist specialty codes in the loan specialist field of work, or as a commissioned officer in business and industry classification or business and industry specialty codes in the housing management field of work on a year-for-year basis for the required experience.

Desired or Preferred Qualifications:

- Experience with coordinating programs, projects, or cross functional initiatives including working with teams, contractors, agencies, or external stakeholders
- Experience with data analysis, reporting, and implementation of program enhancements

- Experience managing budgets, fund allocation, expenses, or energy efficiency financing Certifications including BPI Building Analyst, BPI Multifamily Building Analyst, HERS Rater, Certified Energy Manager, LEED Green Rater certification or other building science certification

TTY Users: call via Maryland Relay.

We thank our Veterans for their service to our country, and encourage them to apply.

As an equal opportunity employer, Maryland is committed to recruiting, retaining and promoting employees who are reflective of the State's diversity.

For more information and to apply please click the [Job Announcement](#).