

HCD Community Program Administrator III (077300)
Senior Portfolio Manager
Recruitment # 26-001208-0001
Filing Deadline 04/17/2026 11:59:00 PM
Salary - \$80,541.00 - \$90,315.00/year (Grade 19, Step 5-11 with promotional growth to \$125,564.00/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 and development of affordable housing and community development lending.

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. Additionally, DHCD administers rental assistance programs and innovative initiatives designed to expand affordable housing opportunities for persons with disabilities, increase the energy efficiency and sustainability of affordable multifamily developments, and preserve rental housing.

Grade:

19

This position offers a salary range of \$80,541 - \$90,315/year, with potential for advancement up to \$125,564 based on qualifications, equity, and hiring guidelines. Initial salary offers are determined by qualifications, experience, and available budget, and typically do not exceed \$90,315/year.

Position Duties:

DHCD has an immediate opening for an HCD Community Program Administrator III, Senior Portfolio Manager in the Division of Credit Assurance. This position monitors, evaluates and analyzes the performance of multi-family properties to assure regulatory compliance with HUD and DHCD loan documents. The Senior Portfolio Manager reviews the financial, administrative, and physical condition of the assets, advising supervisor of problems and assisting owners and property managers implement solutions.

Minimum Qualifications:

Education: A Bachelor's degree from an accredited college or university.

Experience: Six years of administrative or professional experience to include three years of financing experience or providing technical assistance for development or rehabilitation of multifamily or single family housing; neighborhood revitalization and business development; community infrastructure development; or historic preservation programs.

Notes:

1. Candidates may substitute additional administrative or professional experience as defined above on a year-for-year basis for the required education.
2. Candidates may substitute additional job-related education at a rate of thirty credit hours for each year of experience for up to two years of the required experience.
3. Candidates may substitute U.S. Armed Forces military service experience 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 and education.

Desired or Preferred Qualifications:

- Experience monitoring affordable housing compliance including Low Income Housing Tax Credits, HOME, Section 8, or other federal financial assistance and subsidy programs
- Experience managing a diverse portfolio of multifamily housing projects (75-100+ units) supported by layered state and federal funding sources
- Experience working in real estate processing balance sheets, income statements, budget sheets, and cash flow using housing compliance monitoring software including (ProLink Housing Software, Yardi Housing Software, MRI Housing Software, etc.)

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](#).