

Manager, State Housing Programs - (220085P)

DHCD is hiring a Manager of State Housing Programs for the Division of Housing Development!!

The Department of Housing and Community Development (DHCD) is within the Housing and Economic Development Secretariat and its work touches the lives of all Massachusetts residents.

DHCD's mission is to strengthen cities, towns and neighborhoods to enhance the quality of life of Massachusetts residents by providing leadership, professional assistance and financial resources to promote safe, decent, affordable housing opportunities, economic vitality of communities and sound municipal management.

SUMMARY OF ROLE (NOT ALL INCLUSIVE):

The DHCD Housing Development Division's goal is to produce and preserve private sector affordable housing units in communities throughout the Commonwealth. One way the division attains this goal is by providing funding opportunities to developers who build or rehabilitate affordable housing units.

The Manager of State Housing Programs will bear significant responsibility for multiple state-funded affordable housing resources, including but not limited to the Housing Stabilization Fund (HSF), the Capital Improvement Preservation Fund (CIPF), the Transit Oriented Development program (TOD), and the Climate Resilience program (CR). In addition, the Manager in this position will assist, if directed, in certain aspects of the administration of the American Rescue Plan Act (ARPA) funds made available to DHCD by state legislation in December 2021. The Manager will oversee two to four FTEs and will be expected to work closely with all other Housing Development (HD) division managers and will report to the Housing Development Director.

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE):

1. Rental and ownership competitions. Participate in regularly scheduled rental and ownership competitions by overseeing the review work done by supporting staff; by directly reviewing applications as needed; by coordinating with reviews being overseen by other division managers; and by preparing funding recommendations, in coordination with other managers, for the division director.

2. Oversee work of reporting staff on numerous loan closings per year. Ensure that reporting staff are correctly following all steps in the loan closing process. Ensure that staff are following proper set-ups for vendor codes and proper and timely contract preparation and execution. Ensure that staff participate, as directed, on loan closing calls with developers, counsel, and other lenders. Participate directly in such calls as needed. Coordinate on loan closing issues as needed with MassDocs counsel and loan staff at quasi-public agencies.

3. Oversee work of reporting staff on compliance monitoring. Participate in quarterly meetings and/or quarterly written reviews prepared by division's outside contractors for compliance. Ensure that proper follow-up occurs if contractors identify project issues. Inform deputy and director of important monitoring issues.

4. Track all commitments and expenditures of programs assigned to this position. Oversee (and directly participate in) weekly updates to commitment/expenditure spreadsheets for various assigned bond programs and, as directed, various ARPA programs. Participate in regular commitment/expenditure update meetings with deputy and/or director. Coordinate with other managers on any disclosures related to co-funded projects.

5. Coordinate internally and with quasis, Massachusetts Housing Partnership (MHP) and MassHousing, on certain programs. Oversee and ensure that the HSF/Preservation/Climate Resilience/TOD funds are properly invoiced by MHP. Ensure that funds are properly -- and in timely fashion -- wired by DHCD to the various escrows at MHP. As directed, assist the deputy and/or division

director in collecting and reviewing MHP and MassHousing's mandatory regular reports on several ARPA programs, including ARPA-1 Rental and ARPA Commonwealth Builders.

6. Participate in project work-outs, refinancings, and/or sales, as requested, by deputy or division director. Coordinate the review of documentation submitted by sponsor. Directly perform the reviews, if requested. Coordinate with other public lenders and MassDocs counsel. Prepare recommendations to deputy and/or director on actions requested by project owners.

7. Other duties as assigned.

PREFERRED QUALIFICATIONS:

1. Outstanding communication & interpersonal skills
2. Knowledge of community development and housing programs
3. Knowledge of municipal government and legislative process at state level
4. Knowledge of fundamental real estate financing principles
5. Ability to focus and perform multiple duties day in and day out
6. Ability to work as member of a Division-wide team
7. Ability to supervise and motivate staff
8. College education plus graduate work is a plus
9. Experience in real estate, community development, municipal and/or state government
10. Travel across the state may be required
11. Demonstrated proficient computer skills in Microsoft Office Suite

COMMENTS:

Please upload resume and cover letter.

This position would be expected to follow a hybrid model of reporting to work that combines in-office workdays and work from home days, as needed.

Salary placement is determined by years of experience and education directly related to the position and the Human Resources Division's Recruiting Guidelines. In the case of a promotional opportunity, the salary provisions of the applicable collective bargaining agreement will apply to placement within the appropriate salary range.

Education, licensure and certifications will be verified in accordance with the Human Resources Division's Hiring Guidelines. Education and license/certification information provided by the selected candidate(s) is subject to the Massachusetts Public Records Law and may be published on the Commonwealth's website.

PRE-OFFER PROCESS:

A background check will be completed on the recommended candidate as required by the regulations set forth by the Human Resources Division prior to the candidate being hired.

QUALIFICATIONS:

MINIMUM ENTRANCE REQUIREMENTS: Applicants must have at least (A) five (5) years of full-time or equivalent part-time, professional, administrative, supervisory, or managerial experience in business administration, business management, public administration, public management, clinical administration or clinical management of which (B) at least one (1) year must have been in a project management, supervisory or managerial capacity or (C) any equivalent combination of the required experience and substitutions below.

Substitutions:

I. A certificate in a relevant or related field may be substituted for one (1) year of the required (A) experience.

II. A Bachelor's degree in a related field may be substituted for two (2) years of the required (A) experience.

III. A Graduate degree in a related field may be substituted for three (3) years of the required (A) experience.

IV. A Doctorate degree in a related field may be substituted for four (4) years of the required (A) experience.

Comprehensive Benefits:

When you embark on a career with the Commonwealth, you are offered an outstanding suite of employee benefits that add to the overall value of your compensation package. We take pride in providing a work experience that supports you, your loved ones, and your future.

Want the specifics? [Explore our Employee Benefits and Rewards!](https://www.mass.gov/commonwealth-employee-benefits-and-rewards) at <https://www.mass.gov/commonwealth-employee-benefits-and-rewards>

Official Title: Program Manager VI

Functional Title: Manager of State Housing Programs

Primary Location: United States-Massachusetts-Boston-100 Cambridge Street

Job: Administrative Services

Agency: Department of Housing & Community Development

Schedule: Full-time

Shift: Day

Job Posting: Aug 2, 2022, 10:11:25 AM

Number of Openings: 1

Salary: \$81,529.95 - \$109,000.00 Yearly

Bargaining Unit: M99-Managers (EXE)

Confidential: No

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Marjie Lalli - 6175731254

An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.

Executive Order #595: As a condition of employment, successful applicants will be required to have received COVID-19 vaccination or an approved exemption as of their start date. Details relating to demonstrating compliance with this requirement will be provided to applicants selected for employment. Applicants who receive an offer of employment who can provide documentation that the vaccine is medically contraindicated or who object to vaccination due to a sincerely held religious belief may make a request for exemption.

The Commonwealth is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity or expression, sexual orientation, age, disability, national origin, veteran status, or any other basis covered by appropriate law. Research suggests that qualified women, Black, Indigenous, and Persons of Color (BIPOC) may self-select out of opportunities if they don't meet 100% of the job requirements. We encourage individuals who believe they have the skills necessary to thrive to apply for this role.

HOW TO APPLY:

Apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=2200085P>