

Program/Management Analyst

About the Housing Endowment and Regional Trust (HEART) of San Mateo County

HEART is a nonprofit public/private partnership among the county, the cities, and business communities dedicated to increasing the supply of affordable housing by providing financing for the acquisition, construction and rehabilitation of affordable and workforce housing in San Mateo County. HEART also manages a first-time homebuyer loan program for moderate-income households. HEART's work includes providing housing advisory services to cities, school districts and other potential affordable housing developers.

JOB DESCRIPTION

To organize, plan, and assist in the management of HEART's affordable housing development loan fund; to assist in supervising and coordinating current and long-range programs; other program and management related tasks as required.

SUPERVISION RECEIVED AND EXERCISED

- Receives direction from Executive Director
- Exercises technical and functional supervision over professional and administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include, but are not limited, to the following:

- Develop programs and plans to produce affordable housing by means of new construction, rehabilitation, acquisition and preservation.
- Assist in the management of development loan programs.
- Evaluate development proposals and make recommendations.
- Monitoring loan collection of the organization's loan portfolio.
- Negotiate and manage contracts and agreements.
- Review and/or prepare underwriting analysis for mortgage loan processing.
- Prepare a variety of reports on housing development and preservation and other related activities; gather and analyze data; recommend appropriate action.
- Assist in securing and managing grants and loans to fund programs; Prepare grant and loan applications, administer approved grants, ensure funds are expended as required.
- Make written and oral reports, including preparation of administrative reports to the Board of Directors and board committees.

- Assist in representing HEART to city staff, city councils, boards and commissions, non-profit organizations, developers, lenders and real estate professionals; Represent HEART at professional and public meetings as required.
- Prepare studies, surveys and correspondence as needed.
- May supervise, train and evaluate staff as assigned.
- Perform other related duties as assigned.

JOB RELATED QUALIFICATIONS

Preferred areas of knowledge:

- Principles and practices of organization, administration, personnel and budgets.
- Principles of project management.
- Principles of marketing and marketing management.
- Principles of accounting and managerial accounting.
- Principles of mortgage loan processing.
- Procedures, regulations, and practices in real estate development, including financing, land acquisition, construction and rehabilitation.
- Financing programs of private institutions, including procedures, requirements, underwriting and eligibility criteria pertaining to housing production, rehabilitation and preservation.
- Federal and state laws pertaining to funding sources, including tax credits, Affordable Housing and Sustainable Communities (AHSC) and other grant programs.
- Principles of building, zoning, and applicable local codes.
- Computer applications related to the work.

Ability to:

- Analyze, interpret, apply and explain laws, rules, codes and regulations related to housing production and preservation.
- Review and analyze developer loan and grant proposals, create pro formas, evaluate alternatives, and make sound recommendations within established program guidelines.
- Negotiate and prepare written agreements.
- Collect, analyze and interpret data pertaining to housing and real estate development.
- Understand and interpret construction plans and specifications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships.

- Coordinate multiple projects and meet critical deadlines,
- Develop and monitor an assigned program budget.
- Assist in establishing and maintain cooperative relationships with City officials and employees, the general public, consultants, and representatives of other agencies.
- Exercise good judgment, flexibility and creativity in response to changing situations and needs.
- Oversee multiple projects simultaneously and be sensitive to deadlines and changing priorities.

EXPERIENCE AND TRAINING

Any combination equivalent to the experience and education that could likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Experience in housing development; community development, finance, marketing or other related real estate development experience.

Training:

Equivalent to a bachelor's degree from an accredited college or university with major work in business administration, public administration, planning, community development, urban studies, real estate development or a related field. Preference for a master's degree.

License or Certificate

Possession of, or ability to obtain, a valid California driver's license

TO APPLY

Send the following with subject heading "Program/Management Analyst" to resumes@heartofsmc.org

- A cover letter
- Resume
- Salary requirements (can be included in the cover letter)
- 300-500 word writing sample describing your understanding of the housing market and/or your experience securing housing in the Bay Area

Applications not including all of the above information will not be considered.