



## **DSHA NONSTATE JOB VACANCY**

### **DEVELOPMENT PROJECT SPECIALIST**

**ENTRY LEVEL SALARY:** \$44,094 -- FULL-TIME

**OFFICE LOCATION:** 24 The Green, Dover, DE

**OPENING DATE:** 8/9/16

**CLOSING DATE:** 8/29/16

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This DSHA non-state position has responsibilities which include supporting the development team in the tasks necessary to underwrite, finance, construct, and operate both new construction and rehabilitation housing projects financed by Low Income Housing Tax Credits ("LIHTC"), the Housing Development Fund ("HDF"), the Federal HOME Program ("HOME"), and/or other Federal or State Housing funding programs.

This is an entry to mid-level development position that assists the Development Project Manager(s) with contract administration and construction loan management. This position reports to the Housing Development Administrator. Qualified candidates will be expected to learn the development process from predevelopment through permanent closing by participating in analyzing existing programs and policies, the evaluation and financial structuring of new deals, construction monitoring, and project closeout. This position is based in the Dover office.

### **MINIMUM QUALIFICATIONS**

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Education or experience in real estate development, business, finance, urban planning or a related field. Bachelor's degree preferred. A combination of education and experience will also be considered. Job experience in real estate development, low-income tax credit housing and construction knowledge including cost estimates, building and life safety codes, and ability to interpret blueprints is preferred.
2. Proficient computer skills, especially Microsoft Office applications and financial spreadsheets.
3. Proven strong verbal and written communication skills.
4. Motivated, detail-oriented, and highly organized candidate with effective analytical and problem-solving skills is needed.
5. Ability to work well with others in a team environment and to work with colleagues remotely.
6. Ability to work with time sensitive material, prioritize conflicting assignments, work independently, and meet multiple deadlines is essential.

### **PRINCIPLE ACCOUNTABILITIES**

Essential functions are fundamental, core functions common to all positions and are not intended to be an exhaustive list of all job duties. Since specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Assist with the review and ranking of LIHTC applications.
- Assist Project Managers in project feasibility due diligence by considering market studies, rent structures, operating expense budgets, and preparing and updating Pro Forma cash flow analyses.
- Participate in ~~deal~~ project closing calls and assist in financial modeling and negotiations with equity partners on investment terms and conditions in the syndication of LIHTC projects.
- Organize and facilitate the distribution of due diligence documentation and maintaining internal closing checklist(s).
- Responsible for collection and reporting for Federal and State funding programs including, but not limited to, Section 3; Minority, Women, and Veteran Business Enterprises; Davis-Bacon wage requirements; on-site interviews; payroll reviews; and other Federal or State reporting.
- Coordinate with other departments within DSHA including asset management and compliance, as well as outside counsel, to ensure compliance with DSHA and federal regulations.
- Assist with the review and evaluation of bids for financial feasibility and consistency with proposed work.
- Assist in monitoring construction for consistency with executed due diligence documents and threshold deadlines.
- Assist with the review of construction draw request and change order documentation, and process funding approvals.

### **BENEFITS**

These include up to 15 vacation days and 15 sick day leave accrual, up to 13 paid holidays a year, liberal retirement benefits, health, dental, vision, short and long term disability, and life insurance plans as well as various supplemental benefit options.

**APPLICATION PROCEDURES:** Interested applicants must submit a current Delaware State Housing Authority application to **Human Resources** by the **closing date of August 29, 2016.** Applications **must be** completed on our website [www.destatehousing.com](http://www.destatehousing.com). (Click on *About Us*, *Employment*, *Click Here to View All Current Openings*, *Select job*, *Scroll Down & Click "Apply Now"*.) Contact: e-mail: [hr@destatehousing.com](mailto:hr@destatehousing.com).

### **THE DSHA IS AN AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER**

**ACCOMMODATIONS ARE AVAILABLE FOR APPLICANTS WITH DISABILITIES IN ALL PHASES OF THE APPLICATION AND EMPLOYMENT PROCESS. PERSONS WITH DISABILITIES ARE ENCOURAGED TO CALL 739-4263 TO REQUEST AN AUXILIARY AID OR SERVICE.**

**DIRECT DEPOSIT OF PAY IS MANDATORY. FAILURE TO AGREE TO DIRECT DEPOSIT WILL RESULT IN THE WITHDRAWAL OF EMPLOYMENT OFFER.**