

## **RIHousing – Program Manager-Ancillary Finance Programs**

**Salary Range - \$ 71,726.40 - \$ 103,792.32**

RIHousing is committed to creating a diverse environment and is proud to be an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

### **What it's all about:**

This grant-funded position is a professional and administrative position in RIHousing's Development Division, involving the implementation and administration of state and federal housing development programs created and funded primarily, but not solely, through pandemic-related funding which provide affordable housing opportunities to low and moderate-income households in the State of Rhode Island. This position will continue while the programs are funded.

### **What you'll do on a daily basis:**

As the State of Rhode Island's housing finance agency, RIHousing administers a variety of federal, state, and agency-funded housing programs to assist residents of Rhode Island that include, but are not limited to, new programs funded through the American Rescue Plan Act (ARPA), the Housing Production Fund, the HOME Program, and the Housing Trust Fund Program collectively referred to as ancillary financing programs. Incumbent's primary responsibilities include developing a practical knowledge of a wide range of Federal, State, and local housing, and development programs, assessing application for funding, and stewarding projects funded by these sources through the development cycle.

In this capacity, the incumbent will manage a substantial portfolio of loans and be responsible for the monitoring and oversight of all program activity. The incumbent will be responsible for grant accountability. Incumbents will be required to be flexible in managing multiple programs as needed. The incumbent will be required to serve on various internal and external committees. The position requires strong communication, analytical, and organizational skills, and a general understanding of single and multifamily real estate finance and real estate development. The position requires experience in compliance, financial management, monitoring, contract administration, and preparation of plans and reports for various programs.

Incumbent will assume responsibility for the processing of program applications for funding, closing of program financing, monitor program and fiscal management, and coordination and execution in accordance with specific published guidelines and guidance. This position serves as the primary point of contact for all program-related activity including interaction with project sponsors and other development team members, representatives of Federal, State, and local government agencies, and other external organizations. Additionally, the position is responsible for being current on all regulations applicable to the Programs and assuming responsibility for all program reporting; implementing and updating program policies and procedures; coordination of

the application solicitation and underwriting process and ongoing compliance of all program funded activities. Incumbent performs a variety of research, analysis, program design, budget, compliance, underwriting, and reporting functions on a daily basis.

The position serves as the principal technical resource staff person for the programs, providing advice and guidance on matters pertaining to statutory and regulatory requirements and other administrative directives. Incumbent may be assigned additional programs as needed.

The incumbent will work closely with other Division team members to assist and advise in structuring transactions so as to meet Federal, State, and other program requirements. This position provides external support to agencies and partners in developing project plans. In addition, the team works to increase program capacity with partners through routine training.

The Program Manager will supervise staff to ensure that program administration, monitoring and reporting responsibilities are carried out accurately and in a timely fashion consistent with all regulatory and contractual requirements.

### **What you'll bring to the team:**

- Works with the Senior Program Manager and Assistant Director in managing the daily operations of the assigned programs to ensure that project underwriting, funding recommendations, and developments are in accordance with applicable policies and program guidelines.
- Recruits and hires staff for new programs funded through the American Rescue Plan Act (ARPA), the Housing Production Fund, the HOME Program, and the Housing Trust Fund Program.
- Manages, and trains staff to ensure the cost-effective administration of all assigned programs. Conducts performance evaluations for all direct reports.
- Provides supervision and training to the Program staff to ensure the cost-effective administration of all assigned programs.
- Maintains a pipeline tracking system for all projects funded and under development.
- Maintains a portfolio tracking system for all projects under affordability periods.
- Track eligible expenditures and monitor draws and disbursements.
- Prepares and monitors budgets; approves expenditures and compiles appropriate financial reports for various programs in an accurate and timely manner.
- Monitors program and fiscal management of developers to ensure compliance with all regulatory and contractual obligations.
- Represents RIHousing on committees, task forces, and meetings with state and community agencies on program issues.
- Maintains Program files as required.

### **What you'll need to succeed:**

- Bachelors degree in public administration, urban/community planning, business, real estate or related field or acceptable equivalent work experience.
- Relevant experience in government or real estate/housing related industry
- Supervisory and/or personnel management experience
- Successful program management, working knowledge of federal and state housing programs desirable
- Proven ability to work effectively with non-profit groups and state agencies
- Strong problem-solving orientation, and flexibility to respond to a changing business environment
- Ability to learn new programs, and practically apply knowledge in service to program and organizational goals
- Excellent written and verbal communication skills (bilingual ability preferred)
- Strong negotiation, computer, and organizational skills

### **Not sure you meet all the qualifications? Let us decide!**

#### **Why RIHousing:**

- Mission-Driven Organization
- Dedicated Workforce
- Competitive salary
- Parking Stipend
- Medical/Dental/Vision/Life Insurance
- Paid Time Off
- Retirement Options
- Flexible Work Hours
- If Position Eligible, Future Hybrid Work May Be Available
- Education Reimbursement
- Onsite Fitness Classes
- Volunteer Days
- Winner of “Best Places to Work” 2016, 2018, 2019, 2021, 2022, 2023
- PBN’s Worksite Health Award 2013-2023
- PBN’s Diversity Equity Inclusion Award 2023

**RIHousing** strives to ensure that all people who live or work in Rhode Island can afford a healthy, attractive home that meets their needs. A good home provides the foundation upon which individuals and families thrive, children learn and grow, and communities prosper.

To achieve our mission, we:

- Offer fair, affordable, and innovative lending programs.
- Provide housing-related education to consumers and others.

- Promote and finance sensible development that builds healthy, vibrant communities.
- Provide housing grants and subsidies to Rhode Islanders with the greatest need.
- Team up with partners to improve everything we do.

**RIHousing** uses its resources to provide low-interest loans, grants, education, and assistance to help Rhode Islanders find, rent, buy, build, and keep a good home. Created by the General Assembly in 1973, RIHousing is a privately funded public purpose corporation. RIHousing requires its employees to be highly motivated and knowledgeable, have a sound understanding of the changing needs of Rhode Island's housing market, be willing to work within and toward a smoothly integrated operation, demonstrate a commitment to serve the people of Rhode Island, especially those with low and moderate incomes in need of safe and affordable homes, and possess a high level of integrity and deep respect for all Rhode Islanders, including customers, partners and fellow employees.