Title: Special Development Programs Analyst I
Division: Development
Reports to: Director of Development

Job Purpose
The Special Development Programs Analyst I administers loans and/or grants through one or more Agency Loan/Grant programs. The position includes underwriting and closing loans or approving grant requests; performing grant management, keeping logs and budgets, and disbursing loan and grant proceeds.

Essential Functions

1. Assist developers/clients to apply for the Agency loan or grant programs and serve as the Agency point of contact from pre-application to construction completion.

2. Originate, underwrite, close, and provide construction-related support for Agency loan or grant programs, such as the HOME American Rescue Plan funding, the Construction Cost Relief Program, the Development Cost Relief Program, and/or the Housing Options Grant Program, and determine if projects are in compliance with internally developed criteria and applicable state and federal requirements.

3. Act as liaison between PHFA’s multifamily divisions and rental housing developers/clients being responsible for all necessary follow up with developers throughout the development process to assure compliance with Agency submission requirements and deadlines from application to project completion.

4. Create correspondence related to assigned project/developments and as required, maintain necessary records, prepare reports, and perform related activities (including data entry) in a timely, complete, and accurate manner. Additionally, ensure timely, accurate payments to contractors, developers, and clients.

5. Keep project files based on program checklists and state and federal loan requirements.

6. Keep program tracking budgets and draft funding memos for Director review and approval.

7. Update program forms, documents, marketing information, website content and related materials per request by management.
8. Participate in unit, division, and agency meetings.

9. On an as-needed basis, prepare and deliver written and verbal reports to the PHFA Board in conjunction with requests for Board action, as necessary.

10. Represent PHFA at housing events, meetings, and function.

11. On an as-needed basis, underwrite Low Income Housing Tax Credit developments.

12. Perform special assignments and handle additional duties that may be assigned. Monitor and/or report on any special tasks assigned.

**Job Requirements**

1. A Bachelor’s degree with a preferred degree in business, finance, real estate, and/or public policy/administration.

2. Minimum 3-5 years of demonstrated related experience. An equivalent combination of education and experience may be considered.

**Additional Requirements**

1. Previous experience in working with local, state, and federal government entities.

2. Knowledge of the federal Low Income Housing Tax Credit Program and/or federal housing programs is desirable.

3. Participate in educational seminars and classes.

4. Ability to communicate effectively verbally and in writing, including preparing and delivering presentations.

5. Ability to negotiate effectively.

6. Must possess above average verbal and written communication skills and, demonstrate the interpersonal skills to work both as part of a team and independently.

7. Must be able to work in a hybrid manner, combining in-person attendance and telework, as assigned by the Agency.

**Travel**

☐ Frequent    ☒ Light