

## Underwriter (Project Manager)

Full-Time Position

Annual Base Salary Range: \$57,000 - \$68,500 per year

### OVERVIEW

Missouri Housing Development Commission (MHDC) is the Housing Finance Agency for the state of Missouri. MHDC is responsible for administering numerous federal and state affordable housing-related programs targeted to Missourians with extremely-low to moderate incomes.

The state of Missouri receives millions of federal and state dollars each year to provide housing-related assistance and facilitate the development of affordable housing. In addition to MHDC's administration of typical housing-related funding, as a result of the COVID-19 pandemic, millions of dollars in additional federal funding is currently being distributed through MHDC to provide housing relief for homeless and extremely-low to moderate income individuals and households.

### CULTURE

MHDC is a mission-driven organization providing affordable housing opportunities for extremely-low to moderate income Missourians. The organization offers a rewarding career in public service by providing the opportunity for dynamic, impactful and fulfilling work serving individuals and families across the entire state. MHDC is a relatively small organization with fewer than 150 staff and maintains a high staff retention rate. The COVID-19 pandemic has demanded transformation in the way work is completed and how organizations function. MHDC values staff input throughout exciting organizational improvements.

### BENEFITS

MHDC strives to be an employer of choice and offers competitive pay, flexible scheduling, life balance including with generous time off, casual dress code, downtown location with paid parking, and extensive benefits. In addition, MHDC is a governmental employer, which may provide qualifying employment for the Public Service Loan Forgiveness Program (PSLF).

- Part-time Teleworking (minimum 2 days a week in office for most positions)
- Telework Technology and Equipment Provided
- Health Insurance with Immediate Coverage
- Flexible Work Schedule
- State of Missouri Pension
- Paid Covered Downtown Parking
- Prime Downtown Location – on Street Car Line (KC)
- Tuition Reimbursement
- Immediate Time-off Accrual and Use
  - 3 Weeks Paid Time-off (annually)
  - 3 Weeks Paid Time-off (medical)
  - 13 Paid Holidays (annually)
  - 6 Weeks Paid Parental Leave
- Paid Professional Licensure / Fees / Continuing Education
- Paid Professional Development Opportunities

### COMPENSATION

	Low	to	High
Annual Base Salary	\$57,000	to	\$68,500
Annual Benefits Value	\$46,349	to	\$52,851

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TOTAL COMPENSATION VALUE: \$103,349 to \$121,351

\*Actual total compensation is based on benefit elections.

## **WORKING REQUIREMENTS**

- Part-Time Teleworking – equipment will be provided
- In-office (up to full-time) in the Kansas City, Missouri office

## **ROLES AND RESPONSIBILITIES**

### **Summary**

MHDC is seeking a full-time Underwriter (Project Manager) for the Rental Production department of MHDC. The Rental Production department oversees the approval, construction, and rehabilitation of affordable rental housing developments seeking Low-Income Housing Tax Credits (LIHTC) from the state of Missouri. The Underwriter (Project Manager) position is a vital role that coordinates and oversees many of the complexities of the approval and development processes.

### **Essential Duties**

- Review MHDC Multifamily Rental Production Program applications for completeness, feasibility and adherence to Low-Income Housing Tax Credit (LIHTC), HUD, and MHDC funding requirements
- Review due diligence for application and closing submissions
- Underwrite and act as Project Manager for all assigned developments from initial application through construction completion/initial lease-up
- Manage communications among a diverse mix of internal and external participants
- Coordinate multifamily closings with internal departments and external stakeholders
- Develop and provide technical assistance training for developers, syndicators and other stakeholders
- Actively participate in meetings, conferences, and trainings
- Develop and maintain up-to-date industry knowledge; perform research regarding industry standards and practices
- Provide innovative input on proposed policy changes
- Review, reconcile, and provide feedback on Cost Certifications
- Compile data and draft documents or reports as requested or necessary for the efficient administration of business
- Occasional overnight travel (< 10%)
- Other duties, as assigned

## **DESIRED QUALIFICATIONS**

### **Education and Experience**

- Bachelor's degree from an accredited college or university in the following areas: Finance, Accounting, Economics, Business or Public Administration, Community or Economic Development, or a closely related field. Master's degree a plus.
- The ideal candidate will have a background in:
  - Public policy and administration;
  - Community development;
  - Prior knowledge and experience in planning, implementing, and/or administration of local, state, and/or federal grant funding; and/or
  - Real estate development
- Experience in working with programs administered by the Department of Housing and Urban Development (HUD), Low-Income Housing Tax Credits (LIHTC), and/or housing-related programs, is highly desired

### **Skills**

- Project management and organization skills including ability to prioritize, plan and manage people and processes to complete underwriting and other assignments on a timely basis.
- Critical thinking and problem solving
- Ability to operate well as part of a team or independently

- Excellent analytical, and communication skills with high attention to detail
- Utilize Excel and other Microsoft office systems with high proficiency
- Demonstrate excellent business writing skills
- Openness and adaptability to quickly changing workloads and deadlines

**To be considered for the position, please submit your resume and cover letter to [careers@mhdc.com](mailto:careers@mhdc.com). Please include in the subject line the position for which you are applying.**