

## **Underwriter**

Full-Time Position

Reports to: Director of Rental Production

Salary Range: \$70,000- \$75,000/year

### **OVERVIEW**

Missouri Housing Development Commission (MHDC) is the Housing Finance Agency for the state of Missouri. MHDC is a mission-driven organization providing affordable housing opportunities for extremely-low to moderate income Missourians with both federal and state funding. 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.

### **BENEFITS**

MHDC strives to be an employer of choice and offers competitive pay, life balance including with generous time off, business casual dress code, downtown location with paid parking, and extensive benefits.

- 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
- Paid Professional Licensure / Fees / Continuing Education
- Paid Professional Development Opportunities

### **LEAVE TIME**

Annual Leave and Medical Leave accrual begin immediately.

- 3 Weeks Paid Time-off (Annual Leave)
- 3 Weeks Paid Time-off (Medical Leave)
- 13 Paid Holidays (annually)
- 6 Weeks Paid Parental Leave

### **COMPENSATION**

|                           | Low Salary | High Salary |
|---------------------------|------------|-------------|
| Annual Base Salary        | \$70,000   | \$75,000    |
| Annual Benefits Value     | \$55,199   | \$58,026    |
| <hr/>                     |            |             |
| TOTAL COMPENSATION VALUE* | \$125,199  | \$133,026   |

\*Actual total compensation is based on benefit elections.

## **WORKING REQUIREMENTS**

In-office - Downtown Kansas City, Missouri

Periodic day and overnight travel (< 10%)

## **ROLES AND RESPONSIBILITIES**

### **Summary**

MHDC is seeking a full-time Underwriter for the Affordable Housing department of MHDC. The Affordable Housing 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 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), UD, and MHDC funding requirements
- Underwrite rental housing development proposals in accordance with MHDC requirements and industry standards
- Act as Project Manager for assigned developments from initial application phase through construction completion
- Collaborate with internal departments in the review of due diligence and closing document submissions
- Assist in the coordination of multifamily closings with internal departments and external stakeholders
- Provide guidance and technical assistance through written and oral communication for developers, tax credit syndicators and other stakeholders
- Maintain up-to-date industry knowledge and perform research regarding industry standards and practices
- Review, reconcile, and provide feedback on Cost Certifications
- Provide innovative input on proposed policy changes
- Manage communications among a diverse mix of internal and external participants
- Actively participate in meetings, conferences, and trainings
- Compile data and draft documents or reports as requested or necessary for the efficient administration of business
- Occasional overnight travel (< 10%)
- Working in the office is an essential job function of each position at MHDC, some job duties may require working in an out-of-the-office setting to fulfill necessary work-related duties.
- Other duties as assigned

## **DESIRED QUALIFICATIONS**

### **Education and Experience Preferences**

- Preferred 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 preferred 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 application, resume and cover letter. Please include in the subject line the position for which you are applying.**