Underwriter
Full-Time Position, In-Office
Location: Kansas City Office
Reports to: Director of Rental Production
Base Pay Salary Range: $70,000- $76,000/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 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
- State of Missouri Pension
- Paid Covered Downtown Parking
- Prime Downtown Location
- 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	$76,000
Annual Benefits Value	$55,199	$58,591
TOTAL COMPENSATION VALUE*	$125,199	$134,591

*Actual total compensation is based on benefit elections.

POSITION SUMMARY

MHDC is seeking a full-time Underwriter for the Affordable Housing division of MHDC which administers programs through public-private partnerships for the development of affordable multifamily rental properties for the state of Missouri. The division administers federal and state Low-Income Housing Tax Credits (LIHTC) and U.S. Department of Housing and Urban Development (HUD) HOME Program and Housing Trust Fund federal funding sources to finance developments. The Underwriter will manage assigned affordable housing developments from submission to application underwriting to construction completion. Development management will primarily focus on direct communication with external development teams and on-going development proforma and plan analysis to ensure requirements are met. The Underwriter will work within a team and report to the Director of Rental Production within the Affordable Housing division. To perform this job successfully, the individual must be able to perform the following essential duties successfully. Reasonable accommodations will be made to disabled individuals.

Essential Duties

- Underwrite and perform as a "project manager" for all assigned developments from initial application through the construction completion/initial lease-up phase.
- Review and underwrite Multifamily Rental Production Program applications submitted to MHDC for completeness, feasibility and adherence to Low-Income Housing Tax Credit (LIHTC), HUD, and MHDC funding requirements, state and federal regulation, and industry standards.
- Review due diligence items for assigned application and closing submissions and collaborate with internal departments throughout the process.
- Independently manage internal and external communication among a diverse mix of stakeholders and colleagues.
- Coordinate multifamily development 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.
- Develop and maintain up-to-date industry knowledge by performing independent research regarding industry standards and practices.
- Provide constructive and innovative input on proposed policy changes.
- Review, reconcile, and provide feedback on Cost Certifications for assigned developments.
- Compile data and draft documents or reports as requested or necessary for the efficient administration of business.
- Attend and actively participate in internal and external industry-relevant meetings, trainings, and conferences upon request, which may include multiple-day travel, overnights, weekends, and out-of-state travel (<10%).
- Conduct self in a professional manner and always project a positive image of the agency through communications, attitude, and appearance.
- Competently utilize software systems.
- Assist employees, vendors, state agencies, departments, divisions, and organizations in a professional and efficient manner.
- Maintain and protect confidential information.
- Maintain professional appearance and demeanor.
- Comply with all policies of MHDC.
- 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

- Bachelor's degree from an accredited college or university in the following areas: Finance, Accounting, Economics, Business, 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 and/or affordable housing 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 working with programs administered by the U.S. Department of Housing and Urban Development (HUD), Low-Income Housing Tax Credits (LIHTC), and/or affordable housing-related programs, is highly desired.

Key Abilities

- Project management and organization skills include the ability to prioritize, plan and manage processes to complete underwriting and other assignments on a timely basis.
- Proficiency in Microsoft Office application.
- Demonstrated critical thinking and problem-solving skills.
- Able to work effectively both independently and as part of a team.
- Excellent written and verbal communication skills.
- High attention to detail.
- Comfortable speaking to both large and small groups.
- Flexible and adaptable to changing workloads and deadline.

To be considered for the position, please submit your resume and cover letter to Human Resources.