

Rental Production Manager - Underwriters

Full-Time Position

Reports to: Director of Rental Production

Salary Range: \$87,500- \$92,000/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
- 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	\$87,500	\$92,000
Annual Benefits Value	\$67,112	\$69,657
<hr/> TOTAL COMPENSATION VALUE*	\$154,612	\$161,657

*Actual total compensation is based on benefit elections.

WORKING REQUIREMENTS

In-office - Downtown Kansas City, Missouri
Periodic day and overnight travel (< 10%)

Summary

MHDC is seeking a full-time Rental Production Manager for the Affordable Housing Division of MHDC. The Affordable Housing Division oversees the administration of 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 affordable multifamily rental housing developments. This position will manage staff and oversee the administration of the Affordable Housing production cycle. The Rental Production Manager reports to the Director of Rental Production within the Affordable Housing division. The Affordable Housing division oversees the administration of the public-private partnership for the development of affordable multifamily rental properties for the state of Missouri. The Affordable Housing division administers federal and state Low-Income Housing Tax Credits (LIHTC) and the HOME Program and Housing Trust Fund federal sources to finance affordable multifamily rental housing developments. To perform this job successfully, individuals must be able to perform each of the following essential duties successfully. Reasonable accommodations will be made to disabled individuals.

ROLES AND RESPONSIBILITIES

Essential Duties

- Oversee and manage the Underwriter team.
- Oversee and manage the overall operations of the development production cycle, including staff workload and managerial oversight for assigned projects.
- Develop and improve existing standards, processes, and tools for effective project management.
- Work in conjunction with Affordable Housing division staff to develop and implement efficient and strategic process to support multifamily housing programs.
- In coordination with the Director and senior staff, coordinate with the Affordable Housing application process.
- Oversee Rental Production reporting, ensuring the federal and state reporting deadlines are met.
- Work with the Director to ensure effective usage and adoption of business tools and software systems.
- Ensure clear communication and alignment with internal and external stakeholders throughout the production lifecycle, address any issues that may impede project progress, and develop solutions.
- Ensure compliance with federal and state requirements associated with Affordable Housing program funds.
- Support the Affordable Housing Director at Commission meetings and assist in research requests as directed by the Commission and senior staff.
- 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 project a positive image of the agency at all times

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 in Public Administration, Community or Economic Development, Urban Planning, Construction Management, or a closely related field or experience preferred.
- 3-5 years of managerial experience preferred. The ideal candidate has experience managing project managers.
- 5 years of project management experience.
- The ideal candidate will have a background in multifamily real estate development with experience in affordable housing.

Skills

- Proven ability to lead team of multiple staff and develop high-performing team environment.
- Ability to manage competing priorities and deadlines.
- Project management and organization.
- Critical thinking and problem-solving.
- Ability to exercise sound judgment and perform and oversee diverse, advanced, and sometimes confidential administrative functions.
- Ability to operate well as part of a team or independently.
- Utilize Microsoft Office systems proficiently with solid skills in Excel.
- Demonstrate excellent written and oral communication skills.
- Attention to detail.
- Speak competently to large and small groups.
- 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.