

Housing Portfolio Servicing Manager

- **Description**

- Oversee management of all aspects of the existing housing portfolio consisting of 57 multifamily and single family tax-exempt bond transactions, 22 supportive housing grants, 9 development loans and over 500 deferred 2nd mortgage loans.
- Develop strategies, innovative ideas and best practices in pursuing financial opportunities and evaluating risk housing portfolio.
- Expand existing and create new working relationships with bond trustees, bond investors, developers, tax credit syndicators, credit enhancers, etc. to restore financial solvency to “troubled” housing deals.
- Direct compliance activities to insure adherence with federal, state or local regulations for all housing programs.
- Manage departmental budget and audit process, including collection of revenues and tracking of expenditures, and reconciliation of program accounts
- Manage staff of four (4) to include Portfolio Specialists and Financial and Loan Servicing Coordinator.

- **Education and Experience**

- Graduated from an accredited college or university with a bachelor’s degree in business administration, public administration, urban planning, real estate, economics or related field;
- Minimum seven (7) years of progressively responsible work experience to include a minimum of four (4) years of managerial/supervisory experience.