



Development Advisor

National Affordable Housing Trust

Location: Columbus, Ohio

Reports to: SVP, Director of Development Advisory Services

Exempt Classification: Exempt

Status: Regular, Full-Time

National Affordable Housing Trust (NAHT) is a non-profit low income housing tax credit syndicator dedicated to help create and preserve homes for those in need.

Summary of Position

This position is responsible for providing development advisory and support services to NAHT development partners to facilitate the production of affordable housing, and as a result, contribute to increases in NAHT's syndication volume. Development Specialists work closely with the development partners' housing development departments as well as third party development and financing partners.

Essential Functions

The Development Advisor will be directly responsible for the following activities, as well as providing support to other NAHT departments related to financial structuring, financial analysis, project documentation and relationship management:

- Provide initial financial structuring and analyses of proposed projects, to include project financial feasibility, availability of funding, and identification of risks.
- Prepare and review financial models.
- Advise client regarding QAP regulations and recommend project characteristics to maximize scoring of application. Develop, coordinate, and prepare tax credit applications.
- Coordinate and prepare funding requests including low income housing tax credits, FHLB, HOME, and other regional, state and local funding sources.
- Maintain close communication with development team members, lenders, government officials and social service providers in order to move project forward, delivering advisory services as contracted.
- Draft memorandums of understanding and other NAHT contracts and agreements pursuant to NAHT policies and procedures.

- Act as NAHT Development Advisory Services team's point of contact with Client
- Coordinate project meetings necessary to drive the project forward and remove barriers to project success.
- Assist Supervisor in all aspects of development advisory services, including administrative and technical support. Coordinate efforts with other areas of NAHT to ensure efficient development advisory and syndication processes.
- Build relationships with various developer partners that provide a foundation for NAHT's success.
- Bring innovative ideas, projects and practices to Development Advisory Services team and NAHT management, through regular interaction with industry resources.
- Maintain up-to-date knowledge of federal, state, and local government housing agencies in relation to tax credits, bonds and other possible funding sources in order to provide effective consultation to Development Advisory clients.
- Coordinate and/or attend site inspections with development partners, government officials, and/or third party consultants as needed.
- Update data and documents within NAHT's database throughout the development advisory process to ensure accurate reporting and appropriate document management.
- Provide technical expertise, reports and information to senior management for planning.
- Cultivate and maintain relationships with a variety of intermediaries, organizations and agencies involved in the affordable housing industry.
- Performs other duties as assigned.

Qualifications & Requirements

- Bachelor's degree in a relevant area of study such as accounting, finance, real estate, city & regional planning, business, urban planning or tax law. Advanced degree and/or certification a plus. Combination of education and previous experience considered.
- 5+ years of experience in the affordable housing industry, including previous experience with Low Income Housing Tax Credits, strongly preferred; 3 years minimum is required.
- Previous experience in real estate development, project management, and financial analysis.
- Previous experience in affordable housing industry preferred.
- Knowledge of Low Income Housing Tax Credit (LIHTC) program preferred, including application preparation and oversight and state QAP process.
- Demonstrated ability to communicate complex technical information to various audiences.
- Experience in establishing and maintaining effective working relationships with professionals such as: development partners, accountants, tax attorneys, bankers/lenders, bond underwriters, and governmental officials.
- Demonstrated ability to write and review business and technical narratives.
- Proficient in Microsoft Office Suite programs and in particular Word and Excel.
- Excellent skills in managing multiple tasks requiring strong attention to detail.

Physical and Environmental Demands

Work will be conducted in an office environment. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employee must have the ability to provide regular and dependable in-office attendance to support office interpersonal communication, face to face relationships and the collaborative nature of the position.
- Employees must also periodically deal with interruptions due to activity in the work area.
- Travel is required to project and client locations as needed, including local travel and airline travel. Candidate must have a valid driver's license.
- Must be able to undertake overnight travel periodically.

This position description is intended to describe the type and level of work that will be performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities of a person so classified.

NAHT is an Equal Opportunity Employer and does not discriminate against anyone based on their protected class in any of its hiring, retention or advancement opportunities.