

Oregon Housing & Community Services

Technical Advisor

Loan Specialist 3

(Remote) – Salem, OR

Oregon Housing and Community Services (OHCS) is growing our programs and personnel by leaps and bounds! We are looking for **an innovative, detail-oriented professional with experience building productive relationships with developers, working with grant and tax credit resources, and providing technical advice.** If you are up for a challenge and ready to hit the ground running with a dynamic and supportive team, then don't wait and apply today!

OUR COMMITMENT TO EQUITY, DIVERSITY, & INCLUSION

OHCS commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer and encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ+ community members, and others to help us achieve our vision of a diverse and inclusive community.

Our **Vision** is that all Oregonians can pursue prosperity and live free from poverty.

Our **Mission** is to provide stable and affordable housing and engage leaders to develop integrated statewide policy that addresses poverty and provides opportunity for Oregonians.

Our **Core Values**: Collaboration – Compassion – Equity – Integrity – Leadership – Transparency.

IMPORTANT INFORMATION

- **Working Condition: Remote > This position can be remote with some requirements for in-person meetings and in-person work.**
- This position is permanent, full time, and represented by SEIU.
- Per the SEIU CBA for OHCS represented positions, applicants who are current OHCS employees will be considered and interviewed before external applicants.
- This recruitment will be used to establish a list of qualified applicants to fill the current vacancy and may be used to fill future vacancies as they occur.
- **This position requires both a resume and a cover letter, the cover letter will need to address the desired attributes listed in this job posting.**

WHAT YOU WILL DO

The primary purpose of this position is to build productive relationships with developers/applicants, support navigation of ARH programs and application processes and provide technical advice which will address barriers to access, compliance and funding issues. This work supports ARH by ensuring an equitable and consistent pipeline of ready partners for use of loan funding, and grant and tax credit resources for the development of affordable multi-family rental housing while protecting OHCS from financial and legal risk regarding loan, grant and tax credit funds.

MINIMUM QUALIFICATIONS

A Bachelor's degree in Business Administration, Economic, Finance, Accounting, or related field AND three years experience analyzing and underwriting residential, commercial, or public sector loans; or three years experience in economic or community development, project development, or as a business finance officer;
OR

A Bachelor's degree in other fields with an MBA, MPA, or MA in Management with an emphasis in general accounting, cost accounting, financial accounting, financial reporting, financial intermediation, finance, or marketing AND two years experience at the level of a business finance officer or senior loan officer;
OR
Any combination of experience and education deemed acceptable for satisfactory job performance to the appointing authority.

To request a copy of the position description, please contact: HCS_HR.Solutions@HCS.oregon.gov

DESIRED ATTRIBUTES

The most competitive candidates will possess the following attributes, experience, and knowledge:

- Experience structuring affordable rental housing or other real estate development projects
- Demonstrate familiarity with affordable rental housing funding sources
- Demonstrate passion for engaging with developers, evidenced by collaboration on technical projects and active participation in developer communities or forums
- Strong commitment to teamwork, demonstrated by successful cross-functional project participation and relationship-building with internal and external stakeholders
- Passionate about supporting OHCS partners, with experience in achieving measurable outcomes in partnerships, housing projects, or community access
- Proficient working independently and collaboratively
- Motivated and results-oriented professional with a track record of measurable achievements
- Passionate and practical problem solver, proven by measurable results in improving efficiency or reducing costs
- Experience promoting diversity, equity, and inclusion principles and practices in the workplace

WHAT'S IN IT FOR YOU

You will become part of an innovative and strategic group of professionals and enjoy a competitive salary and benefits package!

- A positive environment that offers opportunities for career growth and cross-training.
- An agency that supports and encourages work/life balance and overall wellness.
- [Generous benefits package](#) including, employer-paid health insurance, vacation, and sick leave, eleven paid holidays, three paid personal days, flexible spending accounts, and an employer contribution retirement plan ([PERS](#)).
- The posted salary range is the total possible range for the classification. Candidates are screened through a Pay Equity process that evaluates various factors. Please see the [Pay Equity](#) website for more information.

RECRUITMENT TIMELINE

***These dates are approximate and may change. ***

- **Recruitment Closes:** 10/29/2024
- **Recruiter Screening for Minimum Qualifications:** *On-going*
- **Hiring Manager Screening for Requested Skills:** *On-going*
- **1st Round of Interviews:** *TBD*
- **2nd Round of Interviews:** *If needed*
- **Anticipated Start Date:** *TBD*

APPLICATION GUIDANCE AND REQUIREMENTS

- **Current State of Oregon employees:** Apply via your employee Workday account.
- **External applicants:** View this [application instructional video](#). A PDF is also available by [clicking here](#).
- **REQUIRED:** Attach your most up-to-date **Resume**. Please ensure your Workday profile matches your submitted resume.
- **REQUIRED:** Attach a **2-page Cover Letter** that demonstrates how you meet the “Desired Attributes” for this position.
- **A Cover Letter that does not meet the required criteria will be graded as ineligible.**

If you have questions about the job announcement, or need an alternate format to apply, please contact the HR Solutions Inbox at: HCS_HR.Solutions@oregon.gov

WHO WE ARE

Oregon Housing and Community Services (OHCS) is Oregon’s housing finance agency. We provide financial and program support to create and preserve opportunities for quality, affordable housing for Oregonians of lower and moderate income. Our vision is that all Oregonians can pursue prosperity and to live free from poverty. Across Oregon, housing has emerged as a paramount concern. The lack of available housing, high rents and high home prices are driving rapid increases in housing instability and homelessness. The data is clear: too many Oregonians are without a safe, stable, and affordable place to call home.

OHCS is placing a greater emphasis on strategic planning and the way we invest our resources. Recently, we have restructured, refocused, and reimagined our agency. Our work has led to an increased emphasis on data, research, and customer service. We are carrying that effort forward with the [Statewide Housing Plan](#). The plan articulates the extent of Oregon’s housing problem and what we can do to address it. OHCS committed to the Housing Stability Council and our stakeholders that the plan will be responsive to the needs of the state.

OHCS released its [Building Oregon’s Future: 2023 Annual Report](#) to update the agency’s significant progress in meeting the goals outlined in the 2019 Statewide Housing Plan. We are now more than halfway into the five-year plan.

To learn more about Oregon Housing and Community Services, visit our website:
<https://www.oregon.gov/OHCS/pages/index.aspx>

Affordable Rental Housing Division: Development Resources and Production Section

Oregon Housing and Community Services (OHCS) provide stable and affordable housing and engage leaders to develop integrated statewide policy that addresses poverty and provides opportunity for Oregonians. OHCS’s vision for the state is that all Oregonians have the opportunity to pursue prosperity and live free from poverty.

OHCS’s Affordable Rental Housing Division serves as the state’s housing finance agency. OHCS provides financial support to create and preserve quality, affordable housing for Oregonians of lower and moderate incomes. The Affordable Rental Housing Division administers federal, and state funded multifamily rental housing resources to facilitate the increased availability of safe, decent, and affordable housing for Oregonians with low incomes. This includes the development of new multifamily units and the acquisition and rehabilitation of existing multifamily units, the long-term maintenance of affordable multifamily housing through asset management and compliance.

The Development Resources and Production Section of the Affordable Rental Housing Division administers federal, and state funded multifamily rental housing resources to facilitate the increased

availability of safe, decent, and affordable housing for Oregonians with low incomes. This section administers competitive processes as well as other processes to dedicate funding resources. The section ensures policy objectives are met while meeting local needs and statewide priorities. The section also ensures long-term affordability through its financing.

WANT TO KNOW MORE? LET US HELP YOU!

- If you need a reasonable accommodation under the Americans with Disabilities Act (ADA), have questions or need assistance with the application process, please send your request to HCS_HR.Solutions@hcs.oregon.gov and include the job requisition number.
- The salary listed is the non-PERS qualifying salary range. If the successful candidate is PERS qualifying, the salary range will reflect an additional 6.95%. Please review the [Classification and Compensation](#) page for more details.
- Please save a copy of this job announcement for reference as it may not be available to view after the job closes.
- Finalists will be subject to a computerized criminal history check. Adverse background data may be grounds for immediate disqualification.
- **Work Authorization:** Oregon Housing & Community Services (OHCS) does not offer VISA sponsorships. Within three days of hire, you will be required to complete the US Department of Homeland Security's I-9 form containing authorization to work in the United States. OHCS will use E-Verify to confirm that you are authorized to work in the United States.
- **Veteran's Preference:** Eligible veterans who meet the qualifications will be given veterans' preference. For further information, please see the following website: [Veterans Resources](#). NOTE: If claiming veterans' preference please be sure to check your Workday account for pending tasks or actions under your "My Applications" section.

APPENDIX

Emails

- HCS_HR.Solutions@hcs.oregon.gov

Links

- [Application Instructional PDF](#)
- [Application Instructional Video](#)
- [Benefits Information](#)
- [Classification and Compensation Page](#)
- [OHCS Website](#)
- [Oregon's Statewide Housing Plan – Halfway Progress Report](#)
- [Oregon's Statewide Housing Plan – Full Plan](#)
- [Pay Equity](#)
- [Public Employees Retirement System \(PERS\)](#)
- [Veterans Resources](#)