

VERMONT HOUSING FINANCE AGENCY
JOB DESCRIPTION

JOB TITLE: CHIEF OPERATING OFFICER
Reports To: Executive Director
Job Grade: 30

Date Created: June 2017
Date Reviewed: June 2017
Last Revised: June 2017

SUMMARY OF POSITION:

Responsible for the direction, management, and oversight of VHFA's program and production in the Homeownership, Multifamily Asset Management, and Development departments. Works with the Executive Director and Senior Management to develop and implement strategic business plans for each program area. Key activities include maximizing the return on capital and human resources, developing new business opportunities, and managing professional relationships which benefit the Agency.

SPECIFIC RESPONSIBILITIES:

1. Solicit and promote affordable new homeownership and multifamily housing opportunities for VHFA programs. Develop and implement opportunities for affordable housing and loan preservation within the VHFA portfolio.
2. Expand capital resources available to VHFA programs by maximizing the use of existing resources such as MRB's private activity bond authority, FHLB participation, HUD, RD, FHA, Fannie Mae, and Freddie Mac partnerships, LIHTC, and other public partnerships with VHCB, VSHA and VDHCD.
3. Explore new investment vehicles with mortgage lenders and investors and respond to new opportunities presented through private markets, legislation, grants, and partnerships with other agencies. Develop and enhance professional relationships with the State's financial institutions, mortgage lenders, housing developers and managers, and State and Federal partners.
4. Hire, supervise, and evaluate the performance of senior program staff. Provide guidance and counsel as needed. Plan and participate in their professional development.
5. In collaboration with the Executive Director and senior management staff, develop short- and long-term goals and business plans for each program area.
6. Develop, implement, and support systems for loan origination, underwriting, servicing, and asset management. Insure department compliance with state, federal and other regulatory requirements.
7. Oversee and administer special Agency programs.
8. Develop and monitor general fund income and expense budgets for the Program Operations departments. Monitor bond fund revenue transfers and loan expenses.
9. Maintain contact with executives in the public and private sector in the fields of mortgage banking, residential real estate development and construction, affordable housing sponsorship, rental housing management, etc.
10. Assist in the formalization of housing policy and special agency initiatives.
11. In the absence of the Executive Director, represent the Agency before the public and industry groups, state legislature, etc., and coordinate with other housing agencies and providers.
12. Other duties as assigned.

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SUPERVISES:

Director Of Homeownership Programs, Director Of Asset Management & Compliance, Director of Development, Program Area Administrative Assistant.

EDUCATION REQUIREMENTS:

- ◆ Bachelor's degree in business/public administration, finance, economics or equivalent experience; Masters Level preferred.

JOB KNOWLEDGE AND EXPERIENCE:

- ◆ Minimum of 10 years experience in senior level management, mortgage finance, commercial banking, residential real estate investing and/or real estate development.
- ◆ Knowledge and experience with public finance, Government Sposored Enetrprises,affordable housing programs, and/or mortgage lending highly desireable.
- ◆ Strong financial, negotiation, presentation, financial and business analysis skills.
- ◆ Experience setting and implementing business line strategies.

GENERAL JOB QUALIFICATIONS:

- ◆ Must have a strong work ethic and a desire to help the Agency fulfill its mission and vision through excellence and innovation.
- ◆ Willingness and ability to work in strong cohesive team environment.
- ◆ Requires management and supervisory experience with demonstrated leadership ability.
- ◆ Proficient in Microsoft Office products (Outlook, Excel and Word). Excel for complex business analysis.
- ◆ Must demonstrate exceptional customer service, and have excellent written and verbal communication skills.
- ◆ Manage multiple priorities within a fluid and political environment.
- ◆ Valid Driver's License and a personal automobile which is reliable and consistently available for travel. Must be willing to travel throughout Vermont, and to conference and training events as opportunities present themselves. Mileage will be reimbursed according to the current IRS guidelines.

ACKNOWLEDGMENT

I have read the above job description. I understand the duties and responsibilities of the position.

Print your name: _____

Sign your name: _____

Date: _____