

**VERMONT HOUSING AND CONSERVATION BOARD**  
**Job Description**

**Position:** Community Development Specialist

**Reports to:** Associate Housing Director

**Classification:** Regular, full-time, exempt

**Responsibilities:**

The Community Development Specialist evaluates affordable housing applications to the Board, makes recommendations for action, and maintains a strong relationship with other funders and with developers. With some prior experience in real estate underwriting and/or project management, the Community Development Specialist is eager to learn on the job in a collaborative, problem-solving environment.

1. Underwriting of Multi-family Housing Applications

Conduct analysis of affordable housing applications for project feasibility, consistency with VHCB policies and goals, the State of Vermont's Consolidated Plan, and the objectives and requirements of federal programs, as applicable. Review applications for quality and completeness.

Evaluate project feasibility, assess the strength of the development team, consider the local housing market, and analyze financials, including sources and uses and the capital structure of each project.

Support applicants throughout all stages of the development process in leveraging additional resources and identifying strategies to ensure projects will be feasible during construction and sustainable in the long term.

Prepare recommendations for Board action on affordable housing applications.

Manage electronic files related to projects.

For projects that receive an award, review Commitment Letters and Grant Agreements.

2. Closings

Work with VHCB General Counsel and other VHCB staff to review compliance with VHCB and federal program grant conditions prior to closing. Prepare closing memos to General Counsel.

Process disbursement requests.

### 3. Organizational and Project Monitoring

Conduct one-year anniversary project monitoring.

Underwrite one or two organizational grants each year and prepare recommendation to the Board. Participate in assessments of organizations' technical assistance needs.

Manage organizational grant disbursements.

### 4. Policy Development and Implementation

Maintain communications with grantees and housing representatives to collect their input and comment on VHCB policies and actions.

With senior housing staff, address policy issues related to VHCB's housing activities and participate in developing policy recommendations for consideration by the Board.

### 5. Data Collection, Research and Special Projects

Undertake special research projects either for VHCB or in collaboration with other agencies.

Assist with responding to requests for information from the Legislature, the Administration, and other entities.

Maintain detailed records on projects in the VHCB database. Prepare and analyze reports.

### 6. Other Duties

Maintain regular communication with other VHCB program staff to take advantage of opportunities for collaboration and program innovation.

Represent VHCB, as appropriate, to non-profit organizations, community groups, municipalities, and state agencies.

Work collaboratively with state and federal agencies and organizations. Coordinate program activities with other funding agencies, as appropriate.

This is a full-time position with comprehensive benefits. Starting Salary Range is \$57,000 - \$68,000, depending upon experience.

### Qualifications:

The Community Development Specialist should have a strong desire to learn and grow in this role. The candidate should have some prior experience in affordable housing, housing development or in real estate finance. Familiarity with the basics of feasibility analysis of affordable housing projects or multi-family housing underwriting is important. The candidate should have strong communication skills, attention to detail and a commitment to the mission of VHCB. Experience working with non-profit organizations, municipalities, housing development groups, and state agencies is important. Background in any or all of the following is desirable: architecture, construction, real estate development, service supported housing, training and technical assistance, and working with federal funds. This position requires some travel so a valid driver's license is necessary.