

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

**Position:** Housing Analyst

**Reports to:** Associate Housing Director

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

Responsibilities:

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

1. Underwriting of Multi-family Housing Applications

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

Performs project feasibility assessment tasks which include assessing the strength of the development team, analyzing the local housing market, conducting income and expense underwriting, and performing financial analysis of the sources and uses and the capital structure of each project.

Supports 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.

Prepares recommendations for Board action on affordable housing applications.

Manages electronic files related to projects.

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

2. Closings

Works with VHCB General Council and other VHCB staff to review compliance with VHCB and federal program grant conditions prior to closing. Prepares closing memos to Counsel.

Processes disbursement requests.

3. Organizational and Project Monitoring

Conduct one-year anniversary project monitoring.

Underwrites one or two organizational grants each year and prepares recommendation to the Board. Participates in assessments of organizations' technical assistance needs.

Manages organizational grant disbursements.

#### 4. Policy Development and Implementation

Maintains 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

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

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

Maintains detailed records on projects in the VHCB database. Is proficient in preparing and analyzing reports.

#### 6. Other Duties

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

Represents organization, as appropriate, to non-profit organizations, community groups, municipalities, and state agencies.

Works collaboratively with state and federal agencies and organizations. Coordinates program activities with other funding agencies, as appropriate.

This is a full-time position with comprehensive benefits. Starting Salary Range is \$57,000 - \$62,000, depending upon experience.

#### Qualifications:

The Housing Analyst 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.