

Revised 6/5/17

VERMONT HOUSING AND CONSERVATION BOARD
Job Description

Position: Housing Analyst

Reports to: Housing Director

Classification: Regular, full-time, exempt

Responsibilities:

The Housing Analyst evaluates affordable housing applications to the Board, makes recommendations for action, and participates in the development and refinement of VHCB's affordable housing related policies.

1. Evaluation of Multi-family Housing Applications

Conducts analysis of project applications for quality, completeness, feasibility and consistency with VHCB policies and goals and the State of Vermont's Consolidated Plan as well as objectives and requirements of various federal programs as applicable including the HOME program.

Performs financial underwriting analysis of project budgets for review by and in consultation with Director of Housing and other housing staff.

Assists the Director of Housing and applicants in identifying other resources and alternatives to make projects feasible.

Prepares recommendations for Board action on multi-family affordable housing applications.

2. Review of Commitment Letters and Grant Agreements

Reviews commitment letters for housing project awards.

Reviews, with Grants Coordinator, draft grant agreements.

3. Closings

Works with counsel and other VHCB staff to review compliance with VHCB and HOME grant conditions prior to closing.

Writes closing memos to counsel.

4. Organizational and Project Monitoring

Reviews grantees' project reports as requested by Grants Coordinator and other VHCB staff.

Works with Stewardship Coordinator on organizational and project monitoring including the following:

Reviews files for evidence of compliance with conditions of award and participates in writing of pre-monitoring letters.

Conducts site monitoring visits in conjunction with other staff.

Participates in writing follow-up letter(s).

Takes the lead on organizational monitoring of recipients of Organizational Development Grants for whom the Housing Analyst was the lead underwriter.

5. Policy Development and Implementation

Maintains communications with grantees and housing representatives to ensure their input and comment on VHCB policies and actions.

Works with the Director of Housing Programs, Executive Director and members of the VHCB housing staff to address policy issues related to VHCB's housing activities and to participate in developing policy recommendations for adoption by the Board.

7. Data Collection, Research and Special Projects

Undertakes special research projects either for VHCB or in collaboration with other agencies, as necessary and appropriate.

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

9. Other Duties

Communicates regularly 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.

Participates in review of applications for organizational development funds.

Participates in "troubleshooting" and problem-solving as appropriate.

Processes applications for Feasibility Fund awards.

Helps process project and organizational disbursement requests for VHCB and HOME dollars.

This is a full-time position with comprehensive benefits. Salary range is \$47,000-\$55,000 depending on experience.

Qualifications:

The Housing Analyst should have prior experience and training in housing development, financial analysis of housing projects and multi-family housing underwriting, as well as 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, service supported housing, training and technical assistance, working with federal funds. This position requires some travel so a valid driver's license is also desirable.