



-Vacancy Announcement -

The Housing and Community Development Authority is accepting resumes for a Rental Housing Tax Credit Specialist

To be considered for this position, applicants must:

E-mail a resume, cover letter, and a one to three page professional writing sample to Matt Rayburn at mrayburn@ihcda.in.gov with the title of the position in the e-mail subject line.

Additionally, candidates will also need to apply to job ID 598739 via the state's job bank at www.IN.gov/spd . To apply, click on:

- Employment Opportunities
- Apply Now
- Register now

The position offers a competitive salary, commensurate with relevant education and work experience. This position is housed in IHCDA's Indianapolis headquarters and will require some travel.

Please see next page for job description.



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EQUAL OPPORTUNITY EMPLOYER AND HOUSING AGENCY

State of Indiana
Lieutenant Governor
Sue Ellspermann



Our Mission: IHCDA helps build strong communities by providing financial resources and assistance to qualified partners throughout the State of Indiana in their development efforts. A primary focus of IHCDA is providing a continuum of housing from homelessness to homeownership, with a focus on low to moderate income Hoosiers.

IHCDA

Job Expectations

Title	Rental Housing Tax Credit Specialist	Exempt
Reports to	Rental Housing Tax Credit Manager	Date last revised: August 2015
Supervises	N/A	
Summary	The Rental Housing Tax Credit Specialist contributes to fulfilling the IHCDA mission and meeting strategic and annual IHCDA operational and program goals by providing application review and technical support for the Rental Housing Tax Credit (“RHTC”) program. A high level of precision, accuracy and attention to detail is required in order to resolve routine problems.	
Evaluation of performance	Performance will be evaluated based on achieving key outcomes described in this job description, including specific goals, deadlines, and other quality indicators; working effectively in a team environment; interacting positively with partners and demonstrating customer service; and working efficiently and effectively within required specifications, policies, and standards established by IHCDA and its associated governing entities.	

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<p>Key outcomes expected</p>	<p>Provide technical assistance to communities, for profit and not-for-profit organizations for the development of affordable housing throughout the State of Indiana.</p> <ul style="list-style-type: none"> • Schedule and attend informal meetings regarding the application and funding process of the RHTC, Multifamily Tax-exempt bond, and Tax Credit Assistance Program (“TCAP”) programs. • Respond in a helpful and timely manner to inquires, either by phone, electronically, or in person, from customers, intermediaries, locally elected officials, and other interested parties of affordable housing. • Ensure customers have a clear understanding of the allocation and application processes by conducting presentations. <ul style="list-style-type: none"> ▪ Research regulatory and programmatic issues as requested by Rental Housing Tax Credit Manager and/or Chief Real Estate Development Officer. ▪ Review and process modification requests, presenting recommendations for approval or denial to appropriate RED management staff. <p>Review Application submissions based on established threshold and scoring criteria:</p> <ul style="list-style-type: none"> ▪ Respond with technical assistance to applicants who fail to meet the established criteria. ▪ Ensure award agreements and board memos are error free. ▪ Ensure all due diligence criteria is evaluated and complete. ▪ Conduct site visits. <p>Ensure the receipt, accuracy and completion of various Internal Revenue Service (IRS) documentation and forms including the Reservation Letter, Carryover Agreement, 150 Day Requirements, 10% Test, and Semi-Annual Progress Reports.</p> <p>Assist Rental Housing Tax Credit Manager and Chief Real Estate Development Officer in preparation of IRS/Treasury annual reports including Form 8610 and the annual 1602 Treasury Report; In addition respond to RHTC data requests from NCSHA and other industry groups</p> <p>Accurately prepare in a timely manner general correspondence including memos to IHCD Board of Directors, award notifications, documentation requests, RED notices, etc.</p> <p>Actively participate in the review of IHCD application policy and procedures including but not limited the Qualified Allocation Plan (QAP) and the TCAP policy.</p> <ul style="list-style-type: none"> • Attend and take notes in roundtable discussions. • Actively participate in internal discussions with ideas and suggestions. • Accurately make changes and updates to policy and procedures. <p>Timely and accurately enter required information into the Weekly Tracking Report.</p> <p>Positively represent IHCD and the Real Estate Development Department at ground breaking or grand opening ceremonies.</p> <p>Represent IHCD on external committees or panel discussions as assigned Rental Housing Tax Credit Manager and/or Chief Real Estate Development Officer.</p> <p>Perform other duties and responsibilities, as assigned by Rental Housing Tax Credit Manager and/or Chief Real Estate Development Officer.</p>
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Our Mission: IHEDA helps build strong communities by providing financial resources and assistance to qualified partners throughout the State of Indiana in their development efforts. A primary focus of IHEDA is providing a continuum of housing from homelessness to homeownership, with a focus on low to moderate income Hoosiers.

<p>Critical skills, knowledge, and behaviors</p>	<p>Demonstrates effective verbal and written communication skills.</p> <p>Able to effectively communicate with a variety of individuals with diverse backgrounds, education, and economic levels.</p> <p>Demonstrates strong presentation skills. Can facilitate both large and small group presentations.</p> <p>Demonstrates customer service orientation.</p> <p>Able to think logically and analytically.</p> <p>Proactive in anticipating and alerting others to problems with projects or processes.</p> <p>High detail orientation and accuracy.</p> <p>Takes initiative and needs little supervision.</p> <p>Able to prioritize, organize tasks and time, and follow up.</p> <p>Performs responsibilities efficiently and timely.</p> <p>Able to juggle multiple requests and meet multiple deadlines.</p> <p>Able to work well in a team environment and as part of a team.</p> <p>Proficient in basic computer skills, i.e. Microsoft Word, Excel, Internet usage (e-mail).</p>
<p>Education, experience, degrees, licenses</p>	<p>Prefer Bachelors degree in finance, accounting, business, public administration, planning, or real estate development and 3-5 years relevant job experience in the field of affordable housing, real estate development, real estate finance, community development, or private sector housing.</p> <p>Prefer certification as a LIHTC Specialist (C3P, HCCP, NCP, TaCCs, TCS)</p>
<p>Work environment and physical demands</p>	<p>Work is performed in an office environment.</p> <p>Must be able to work proficiently with computers and other office equipment.</p> <p>Requires employee to visit off-site locations through the State of Indiana periodically throughout the year.</p>

IHEDA is an Equal Employment Opportunity employer and will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, disability or veteran status. IHEDA will take affirmative action to ensure that all qualified applicants receive consideration for employment and employees are treated during employment, without regard to their race, color, religion, sex, national origin, disability or veteran status, including, but not limited to, employment, promotion, transfer, recruitment, layoff, termination, rates of pay, and selection for training.