Job Announcement for

Federal Loan Programs Manager

About The Organization:

At Florida Housing Finance Corporation (Florida Housing), we are passionate about helping Floridians find a place to call home. For over 40 years, we have welcomed home more than 2,000,000 families. Our vision is to be recognized as an outstanding provider of innovative, measurable, data-driven, and fiscally sustainable solutions for affordable housing in our state. Do you share our values and want to make an impact? At Florida Housing, your work will help provide safe and affordable housing opportunities to our Florida families.

Job Description:

Florida Housing Finance Corporation is recruiting for a Federal Loan Programs Manager to join our team. The preferred candidate is a self-starter with experience managing a diverse workload that also works well in a team environment. This position provides an opportunity for a career in a great organization where we value the work we do and the employees who do it.

This position is responsible for highly independent managerial and analysis work involving Federal Funding received by the corporation for housing development. This includes managing individual multifamily housing developments from application through closing to ensure compliance with statutes, rules, and regulations and to assure that the development is built and operated using methods approved by the Corporation. Duties include coordination of day-to-day operations, joining weekly status calls, tracking loan closing timelines for each development, drafting documents, and providing guidance to developers, attorneys, credit underwriters and others regarding Florida Housing's Federal Loan Programs. Other responsibilities include, but are not limited to, scoring applications requesting Florida Housing funding, updating data information, reporting and providing professional assistance and support.

Position Requirements:

The successful applicant will have:

- A Bachelor's degree with a major or minor in Business, Economics, Real Estate, Finance, or other related field is preferred. Work experience may be substituted.
- Previous experience with federal funding programs such as HOME, CDBG or other housing program funding.
- Excellent written and verbal communications skills
- Ability to understand and apply applicable rules, regulations, policies, and procedures
- Excellent organizational, time management and prioritizations skills with the ability to work in both a team environment and independently
- Ability to manage multiple projects, priorities and deadlines with high level of attention to detail

- Working knowledge of, and experience using, Microsoft Office Suite and online collaboration and database tools
- Experience in a professional office setting

Additional preferred job-related qualifications:

- Experience with credit underwriting, commercial real estate lending and/or mortgage lending
- Experience following statutes, rules, and/or federal guidelines

This is an in-person position in the Tallahassee office of Florida Housing Finance Corporation. We do not offer remote work options.

*Note: Florida Housing Finance Corporation does not offer employer visa sponsorship. All applicants must be legally authorized to work in the United States without the need for current or future visa sponsorship.

Salary and Benefits:

Anticipated hiring salary is $54,000 - $65,000 annually, commensurate with experience. Florida Housing provides a comprehensive benefits package including health, life, dental, vision, short and long-term disability insurance, and other miscellaneous programs. Paid vacation, sick and personal leave; 11 paid holidays; and 401/457 retirement accounts.

Criminal History Check:

A criminal history check will be conducted on the selected applicant.

Apply:

To apply for the Federal Loan Programs Manager position, please visit our recruitment site at www.floridahousing.org to complete an application and upload your resume.