



MANAGER, MULTI-FAMILY PROGRAMS

JOB DESCRIPTION

Organization Background

Finance New Orleans (“FNO”) is a housing and development finance agency with a mission to improve the quality of life in the city of New Orleans by directly investing in the creation of affordable housing and economic development projects that produce quality jobs and wealth for residents.

Our organization was created by the City Council of New Orleans in 1978 under the provisions of the Louisiana Public Trust Code (La. Revised Statutes 9:2341-47). FNO was originally called the "New Orleans Home Mortgage Authority" but changed its brand in 1999. FNO is not a department or division of the City of New Orleans, but its seven-member Board of Trustees is appointed by the City Council of New Orleans.

Since 1978, FNO has financed more than \$630 million worth of mortgages and down payment grants for more than 7,800 first-time homebuyers and low to moderate income families throughout Orleans Parish. In addition to financing single family housing, FNO provides financing for multi-family housing, neighborhood infrastructure and small businesses. The Finance Authority owns its building at 618 Baronne Street and maintains an experienced staff of five with more than 45 years of combined experience with FNO.

Job Description

Finance New Orleans is seeking a Manager of Multi-family Programs who will support the Director of Program Operations development, delivery and management of FNO’s multi-family products and programs.

Duties and Responsibilities

- Analyzes the parish's affordable housing needs and develops current and long-range goals, policies, and funding criteria for multi-family programs.
- Develops and manages innovative multi-family programs that meet the evolving needs for affordable housing in Orleans parish.

- Supervises all multi-family program operations, and monitors programs for compliance with federal, state, and local regulations.
- Provides leadership to the development, delivery, management and performance of all multi-family programs including, but not limited to assessing the viability of prospective deals, liaising with developers and all relevant professionals to ensure compliance with all applicable rules and laws, managing all MF deals from conception to closing and (where appropriate) disposition, and driving success towards the attainment of all multi-family program goals.
- Serves as a liaison with all organizations and individuals who are partners with and participants in FNO's multi-family housing programs.
- Provides technical assistance and training to staff, lenders, underwriters, consultants and developers on the rules, regulations and policies associated with all multi-family programs.
- Interprets federal, state and agency policies and guidelines for implementing programs and resolves any conflicts regarding the same.
- Monitors and evaluates program performance, compliance and reporting.
- Oversees the review of complex closing documents for multi-family closings to ensure compliance with all applicable rules.
- Stays abreast of industry trends, opportunities and challenges in the affordable housing and multi-family markets.
- Assigned projects as needed.

Minimum Qualifications

- Graduation from high school. Bachelor's degree, preferred.
- At least six (6) years' experience with affordable housing programs, multi-family programs, housing finance, tax credits or other relevant field.
- Proven ability to manage multiple people, programs, special projects, and organizational priorities.
- Sensitivity to and experience working with diverse communities, individuals, government agencies and organizations.

How to Apply

Email your cover letter, resume and references from 3 different professional sources to [Kellie P. Schmidt](#). Faxed and mailed resumes will not be considered.