



MANAGER, MULTI-FAMILY PROGRAMS

JOB DESCRIPTION

Organizational Background

Finance New Orleans ("FNO") is a quasi-governmental financial institution with a **mission to improve the quality of life in the city of New Orleans by investing in affordable housing, economic development, and climate resilience projects that produce quality jobs and wealth for residents.**

The City Council of New Orleans created FNO in 1978 under the Louisiana Public Trust Code (La. Revised Statutes 9:2341-47). FNO was initially called the New Orleans Home Mortgage Authority" but changed its brand in 1999. Finance New Orleans was recently adopted as a brand name in 2020 to reflect its future direction. FNO is not a department or division of the City of New Orleans, but the City Council of New Orleans appoints its seven-member Board of Trustees. 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.

Long-Term Strategic Vision

After sustaining several natural and financial disasters, Finance New Orleans re-imagined its operations to focus on using climate resilience as an opportunity to protect and grow New Orleans to its full potential for all community stakeholders. In 2021, Finance New Orleans launched a 10-Year Strategic Vision that includes four goals:

1. Use Climate Resilience to Physically Transform New Orleans
2. Create Economic Development Opportunities
3. Build Public Wealth for Community Reinvestment
4. Grow as an Agile and Innovative Organization

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:

1. Examines and explores the City of New Orleans' affordable and sustainable housing needs and develops and builds current and long-term goals, policies, and funding criteria for multi-family programs.
2. Develops and manages innovative multi-family programs that meet the evolving needs for affordable and sustainable housing in Orleans parish.
3. Supervises all multi-family program operations, including compliance programs management with federal, state, and local regulations.
4. 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 multi-family deals from conception to closing and (where appropriate) disposition, and driving success towards the attainment of all multi-family program goals.

5. Serves as a liaison with all organizations and individuals with and participants in FNO's multi-family housing programs.
6. Provides technical assistance and training to staff, lenders, underwriters, consultants, and developers on all multi-family programs' rules, regulations, and policies.
7. Interprets federal, state, and agency policies and guidelines for implementing programs and resolves any conflicts regarding the same.
8. Monitors and evaluates program performance, compliance, and reporting.
9. Oversees the review of complex closing documents for multi-family closings to ensure compliance with all applicable rules.
10. Stays abreast of industry trends, opportunities, and challenges in the affordable housing and multi-family markets.
11. Assigned projects as needed.

Minimum Qualifications

1. High School diploma and/or AA/AS/BA Degree or equivalent experience.
2. At least six (6) years' experience with affordable housing programs, multi-family programs, housing finance, tax credits, or other relevant fields.
3. Proven ability to manage multiple people, programs, special projects, and organizational priorities.
4. Sensitivity to and experience working with diverse communities, individuals, government agencies and organizations.

How to Apply

Interested applicants should submit (1) a detailed cover letter expressing their interest and fit for the position, (2) a CV/resume clearly outlining experience, abilities, and qualifications satisfying the needs of the organization, and (3) references from 3 different professional sources via the following link: <https://easyapply.co/a/e2a115df-8767-4908-93c1-26993fb27047>