



*Opening doors to a better life*

**Washington State Housing Finance Commission**  
*Washington Management Service (WMS) Recruitment Announcement*

**Director, Asset Management & Compliance Division**

**Opening Date:** November 9, 2020

**Closing Date:** Open Until Filled. *Applicants are encouraged to apply as soon as possible.*

**Salary:** \$125,100 to \$138,000 annually, depending on qualifications;

**Location:** 1000 2<sup>nd</sup> Ave., Suite 2700, Seattle, WA  
Our office is located in downtown Seattle's Financial District on 2<sup>nd</sup> Avenue, within walking distance to Pike Place Market and Seattle's scenic waterfront.

\*\*In addition to the salary posted above, this position will receive an additional 5% premium pay due to the position being located in King County.

Would you like to lead the development of preservation programs and policies that will ensure that the State of WA has affordable housing? Would you like to feel like you are making a significant positive impact for the citizens of our state? Would you like to lead a team of outstanding professionals as they work tirelessly to ensure that existing properties are safe and well maintained for so many citizens of our state? If so, then this is the job for you.

The Washington State Housing Finance Commission (WSHFC) is seeking a **Director of Asset Management & Compliance** to manage and direct the statewide strategic development and tactical implementation of the long-term preservation and compliance of affordable housing projects financed by the Commission.

The Asset Management & Compliance Division is comprised of the Compliance Program, which monitors properties financed with tax-exempt bonds, low-income housing tax credits and other public funding. By working together with its partners, the Division ensures the long-term viability of affordable housing and ensures that federal laws and Commission Regulatory Agreements are followed. To achieve these objectives, the Asset Management and Compliance division employs a training, education, and technical assistance approach with owner and property manager partners

The duty station for this position is Seattle, WA. Due to the COVID-19 pandemic, telework (mobile-work) is currently expected. When we are approved to return to the office, the incumbent is expected to report to the Seattle office for work activities. Partial telecommuting and alternative workstations are also options subject to supervisory approval.

## **Who we are:**

The WSHFC is a market-driven and self-supporting state commission created to provide below-market rate financing for building, purchase and preservation of affordable housing, and non-profit capital facilities, and community services. To achieve its goals, the Commission functions as a financing conduit for developers, lenders, first-time home buyers, real estate professionals, beginning farmers and ranchers, and non-profit organizations to provide affordable financing for homes, rental housing, and cultural and social services facilities. Commission financing does not utilize or impact the state's credit.

We believe that creating a diverse, inclusive, and equitable environment is important and vital to the success of the Commission. We believe in working together to create an environment free from harassment and discrimination and moving beyond simple tolerance to embracing and celebrating the rich dimensions of diversity contained within each individual.

## **Key Responsibilities:**

As a member of the WSHFC Executive Management Team, the Asset Management and Compliance Director is responsible for:

- Planning, leading, organizing and controlling the work performed by the Division assuring appropriate and optimal use of agency resources, and enhancing employee effectiveness through timely appraisals and professional development opportunities.
- Supporting and promoting the vision, mission and values of the Commission.
- Administering the integrity of federally subsidized financing programs.
- Developing and coordinating policies for three federally subsidized programs operated by the Commission.
- Developing an annual work plan and budget.
- Coordinating divisional policies and delivery of services with the directors of Finance, Capital Projects and Tax Credit Divisions.
- Managing and supervising legal counsel and other contractors.
- Developing strong partnerships, collaborative approaches, and effective communication internally and externally.
- Working with minimal supervision and collaboratively across organization lines.
- Other duties as required.

## **We are most interested in candidates who meet or exceed the following criteria:**

- MBA, MPA or BA in business, finance or real estate with demonstrated commitment to continuing education.
- Senior-level leadership experience, including managing other managers and knowledge of contemporary management theory with strong communication skills.
- Knowledge of activities involved in the development of commercial real estate, including property management with industry certification, real estate finance, appraisal, foreclosure and transfer requirements; marketing and strategic planning.
- Knowledge of federal, state and local housing programs, legal principles related to partnerships, securities and corporations with technical understanding of IRS Section 42, tax-exempt bond financing, Housing Quality Standards, Fair Housing Standards and ADA.
- Demonstrated ability to analyze financial feasibility using operating pro formas, standard underwriting principles, financial ratios and models and evaluate property appraisals.
- Executive-level knowledge of contract administration and asset management, also budget development, personnel practices and technical writing.
- Ability to work independently, exercise good judgment and create and promote a positive work environment to support the mission, goals and values of the Commission.

## **Benefits:**

The Director reports to and serves at the pleasure of the Executive Director, and falls under Washington Management Services (WMS) guidelines. We offer a generous benefits package that includes a full array of family medical, dental, life and long-term disability insurance coverage; a state retirement plan; deferred compensation; 11 paid holidays; paid vacation, sick and military leave; subsidized bus, train, or ferry passes; credit union memberships; alternate workweek schedules, and telecommuting.

## **Application Procedures:**

Interested applicants should apply by submitting a current resume, a complete list of three or more professional references, and a letter of interest specifically addressing the qualifications listed in this announcement by email (our preferred method), fax or postal service to:

**Cindy Felker, Human Resources**  
**Washington State Housing Finance Commission**  
**1000 2<sup>nd</sup> Ave., Suite 2700**  
**Seattle, WA 98104**

**Voice/Message:** (206) 287-4402 OR 1-800-767-HOME

**Fax:** (206) 587-5113

**E-mail:** [cindy.felker@wshfc.org](mailto:cindy.felker@wshfc.org)

**Web Site:** <http://www.wshfc.org>

**Applicants are encouraged to apply as soon as possible. The recruitment process will remain open until filled.**

In addition, please complete the Applicant Profile Form posted on our website and submit with your application materials. **The completion of this form is voluntary.**

Please include your name and preferred pronouns in your application to ensure we address you appropriately throughout the application process.

By submitting the application materials you are indicating that all information is true and correct to the best of your knowledge. You understand that the Housing Finance Commission may verify information and that untruthful or misleading information is cause for removal from the applicant pool or dismissal if employed. Only those individuals who clearly demonstrate the stated qualifications will be considered.

To qualify and receive veteran's preference, you must attach a copy of the discharge, DD214 or NGB Form 22, with your application materials.

The Washington State Housing Finance Commission is committed to providing equal employment, job assignments and promotional opportunities to all qualified applicants and employees. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. We are committed to providing reasonable accommodation to all staff as needed. Women, black, Indigenous and people of color, persons with disabilities, persons over 40 years of age, all honorably discharged veterans and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may contact Cindy Felker at [cindy.felker@wshfc.org](mailto:cindy.felker@wshfc.org), or at 206-287-4402.