



Opening doors to a better life

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

Grants Administrator

Opening Date: October 15, 2021

Closing Date: Open until filled. *Applicants are encouraged to apply as soon as possible as the review process will begin **October 29, 2021**.*

Salary: \$84,276 - \$99,144 annually expected, depending on qualifications;
Range maximum: \$114,396 annually

Location: 1000 2nd Ave., Suite 2700; Seattle, WA 98104. Our office is located in downtown Seattle's Financial District on 2nd Avenue, within walking distance to Pike Place Market and Seattle's scenic waterfront.

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

This challenging position within the Homeownership Division of the Commission is responsible for coordinating grant writing activities, designs, implements and manages the fund allocation and distribution program for counseling grants with up to 25 non-profits across the state and others as applicable. This position manages and oversees the workflow of all federal, state, and other grants distributed through the housing counseling network. Implements, coordinates and provides reporting and compliance processes of grants to appropriate state and federal agencies. This position manages and oversees the workflow of grants from 5 or more different funding sources. Responsible for verifying accuracy of grant voucher data, amounts, reporting and grant compliance guidelines are met. Responsible for implementing process and performing required audits of sub-grantees.

The **Homeownership Division's** origination programs provide loans for over 7,000 single family homebuyers each year utilizing various funding sources including the mortgage revenue bond programs, daily priced programs and other special programs as determined. We sponsor a statewide program of homebuyer education seminars and housing counselors. We partner with lenders, realtors, non-profits, government entities, and other affordable housing advocates.

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.

Per Governor Inslee's [Proclamation 21-14.1](#), state employees must be fully vaccinated no later than October 18, 2021. Your vaccine status will be verified upon hire. Please contact Cindy Felker at Cindy.felker@wshfc.org or 206-287-4402 if you need information on medical or religious accommodation.

Who we are:

The Commission 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.

Principal Responsibilities:

- Supports and promotes the vision, mission and values of the Commission on a daily basis and with an equity lens to better assist underserved communities and communities of color.
- Develops, administers, and supervises the implementation of all federal, state, and other grants and is grounded in social justice and racial equity including, HUD, NeighborWorks, CARES, Attorney General, Foreclosure Fairness, and others as applicable. Monitors grants for quality; ensures need is being met in all areas of the state; follows up with complaints within 3 business days.
- Responsible for the implementation and development of the \$17 million pilot program under the Homeownership Assistance Fund (HAF) in coordination with the Department of Commerce and assists with the development of the larger plan.
- Writes, implements and manage all aspects of housing counseling grants, evaluate funding requests, conducts regional meetings in person and virtually, tracks and reports for housing counseling grants and supervises other fundraising activities as applicable including overseeing audits for multiple counseling grants for nonprofit counseling component of Homebuyer Education Program by respective deadlines.
- Works in partnership with the housing counseling network on current and new initiatives. Works in partnership with the Department of Commerce to assist with the administration of grant funds as applicable.
- Works on formulating policies for grants, and as legislative liaison for homeownership division. Coordinates and perform required audits for all grants by respective deadlines. Responsible for processing all grant vouchers in a timely fashion, verifying data, amounts and reporting are accurate.
- Builds relationships with the housing counselors statewide and holds regular meetings with them to support their efforts. Represents the Commission at consortiums, meetings, etc, participates in outreach.
- Creates monthly reports for the Commission and others as requested by respected deadlines.

Desirable qualifications: We are most interested in candidates who meet or exceed the following criteria:

Two years Housing Counseling including pre-purchase, post purchase, reverse equity, and default counseling experience.

Two years grant writing, grant administration and grant audit experience.

Strong ability to analyze funding request submissions by sub-grantees.

Strong public speaking experience.

Strong negotiating skills.

Working knowledge of HUD Housing Counseling program and other federal grants.

Working knowledge of the Commission's First Mortgage programs and down payment assistance programs.

Strong computer skills

Strong customer service focus

Positive Attitude

Strong independent problem-solving abilities

Ability to effectively and independently handle, manage and resolve conflicts from funders, housing counselors and sub-grantees.

Skills to:

- Adjust quickly to changing work priorities
- Willingness to learn and apply new or complex concepts
- Interpret complex legal documents
- Communicate effectively, both verbally and in writing
- Work with minimal supervision and collaboratively across organization lines
- Exercise good judgment
- Promote a positive work environment to support the mission, vision and values of the Commission

Benefits:

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; 12 paid holidays; paid vacation, sick and military leave; subsidized bus, train, or ferry passes; 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 by to:

**Cindy Felker, Human Resources
Washington State Housing Finance Commission
1000 2nd 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

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

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.** To qualify and receive veteran's preference, you must attach a copy of the discharge, DD214 or NGB Form 22, with your application materials. Please include your name and preferred pronouns in your application to ensure we address you appropriately throughout the application process.

Applicants are encouraged to apply as soon as possible. The recruitment process will remain open until filled; however, the review process will begin October 29, 2021. 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.

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, or at 206-287-4402.