**Development Analyst**

# Ohio Capital Corporation for Housing

The Ohio Capital Corporation for Housing (OCCH) is a nonprofit financial intermediary based in Columbus, Ohio that works with private and public developers to create affordable housing opportunities. OCCH is an independent nonprofit organization with its own board of directors. Its mission is "to cause the construction, rehabilitation, and preservation of affordable housing."

OCCH's core activity is raising private capital from corporations for investment in affordable housing developments utilizing the Low-Income Housing Tax Credit Program. OCCH performs long-term asset management and related activities for its investors, developers, and property managers. OCCH has raised over $4 billion in private capital and invested in over 45,000 units of affordable housing in over 800 developments.

# General Job Description:

Ohio Capital Corporation for Housing is seeking a candidate with strong real estate finance skills. The candidate will assist in the development of affordable housing projects and assist in providing and reviewing due diligence material for the investment of funds into affordable housing projects.

Duties will include financial underwriting; creating investment packages; funding application preparation; and tracking, collecting and reviewing critical documents.

The Development Analyst is a detail-oriented, motivated individual with proven skills in writing, oral communication, financial spreadsheets, and housing finance.

# Job Responsibilities:

The Development Analyst will provide analytical and technical support in the development and underwriting of affordable housing investments.

The Development Analyst will:

* Assist external partners with the preparation of funding applications for Low Income Housing Tax Credits, Federal Home Loan Bank’s Affordable Housing Program, and other funding applications as needed.
* Evaluate the initial feasibility of investments, prepare financial projections and investment packets, communicate details internally, and work with external partners to facilitate the progression towards investment.
* Work with internal and external partners to assemble the necessary documents and approvals for investment.
* Conduct feasibility research, including review and analysis of State Qualified Allocation Plans, market and economic data, project and partner capacity, and market or other economic trends.
* Represent OCCH at conferences, grand openings, ground breakings, and other events.
* Establish and maintain strong working relationships with other team members, affordable housing developers, public funders, and lenders.
* Provide due diligence and communicate with stakeholders to assure projects are moving through the OCCH investment process.

# Qualifications:

The ideal candidate will have a bachelor’s degree in real estate, finance, accounting, economics or urban planning and will have at least three years of experience with underwriting and/or real estate development in the affordable housing industry.

The candidate will possess the following skills:

* Have an aptitude for finance and understanding of Low Income Housing Tax Credits and the overall financial structuring of real estate acquisitions.
* Apply strong analytical and financial modeling skills. Possess skills to analyze a project’s financing, development budget, construction schedule, operating expenses, debt service, market comparability, developer capacity, and compatibility with underwriting criteria.
* Proven ability to effectively manage multiple projects simultaneously.
* Perform tasks and achieve results independently and collaboratively as part of a team while consistently meeting deadlines.
* Detail-oriented with a commitment to high-quality work product.
* Excellent interpersonal and communication skills (written and verbal).
* Willingness to work extended hours and occasionally travel as necessary.
* Possess an understanding of community development and a commitment to working with diverse, low income people and communities.
* Contribute to fostering a diverse, equitable and inclusive workplace.