



Department	Risk
Job Title	Vice President Underwriting
Reports to	EVP Risk

Job Summary:

The Vice President Underwriting leads and develops underwriter(s) and is responsible for evaluating and structuring real estate equity and Low Income Housing Tax Credit (LIHTC) investments and measures the risks and mitigants associated with these transactions. Additional underwriting assistance of affordable housing loans will be provided to OCCH's lending affiliate, OCFC.

Tax Credits

- Development Team (Developer, Guarantor, Property Manager, General Contractor, Architect) analysis
- Market and demographic analysis
- Sources and uses and capital structure analysis
- Income and expense underwriting
- Tax credit documentation analysis

Loan

- Borrower and Guarantor analysis
- Market and demographic analysis
- Sources and uses and capital structure analysis
- Repayment Sources

Essential Job Functions:

Function/Responsibility
<p>As part of underwriting each proposed tax credit investment:</p> <ul style="list-style-type: none"> ✓ Conduct site visits as needed. ✓ Review project due diligence and Letter of Intent for material business terms Identify potential risks and mitigants working collaboratively with Originations team. ✓ Participate in conference calls with the development partner. ✓ Drive the internal approval process by preparing and presenting credit committee and tech approval packages including project descriptions, development risks and mitigants illustrating pertinent aspects of the proposed investment.
<p>As part of underwriting each proposed loan:</p> <ul style="list-style-type: none"> ✓ Review project due diligence. ✓ Identify potential risks and mitigants working collaboratively with OCFC ✓ Prepare loan committee approval package including narratives, descriptions, development risks and mitigants, repayment analysis, etc. of the proposed loan.
<p>Detailed Responsibilities</p> <ul style="list-style-type: none"> ✓ Analyze proposed projects to determine the financial feasibility to create or rehabilitate affordable housing developments. ✓ Identify potential risks and mitigants in consultation with the Origination's team. ✓ Communicate and manage development partner and investor expectations through the underwriting process using a positive and proactive approach that will foster long-term positive relationships. ✓ Communicate and manage expectations of partners, Originations, OCFC, Asset Management, and Capital Markets through the underwriting process using a positive and proactive approach that will enable repeat origination opportunities.



- ✓ Suggest alternative transaction financing structures to reduce risk, improve investor return and/or increase resources for the project.
- ✓ Provide regular communication to Origination's Officer and/or OCFC, as applicable, regarding deal underwriting progress including status of closing checklist review, review of due diligence materials, transaction timing, and problematic issue identification and resolution.
- ✓ Maintain knowledge of all OCCH loan products (tax credit and non-tax credit transactions)
- ✓ Knowledge of OCCH underwriting filters / guidelines (loan, real estate, tax, investor, partner, etc.).
- ✓ Identify, develop, and lead the implementation of policy and process improvements.

Leadership Responsibilities

- ✓ Provide leadership, direction, and coaching to underwriters. Lead all facets of talent management cycle including the hiring, development, and evaluation of staff.
- ✓ Innovate & identify opportunities to improve processes.
- ✓ Maintains technical expertise in the LIHTC program and provides guidance to team.
- ✓ Provide each team member with the tools, coaching, and support to successfully complete job responsibilities as well as stretch assignments.

Education / Certifications:

- ✓ Bachelor's degree in Business, Accounting or Finance, or related field required.
- ✓ Master's or Law degree preferred or equivalent experience.

Work Experience:

- ✓ 10+ years of demonstrated experience in affordable housing and/or LIHTC program, Section 42 regs, tax law, financial analysis, structuring, underwriting and portfolio management.
- ✓ 3-5 years general leadership / management experience preferred

Knowledge, Skills & Abilities:

- ✓ **Collaborative Leadership** – Ability to demonstrate they value the ideas and opinions of the underwriting team as well as across functional boundaries. Ability to motivate and lead team toward achieving collective goals. Demonstrates the following traits:
 - Open Minded
 - Patient
 - Transparent
 - Accountable
- ✓ **Functional/Technical skills**- Has the functional and technical (e.g., accounting, finance) knowledge and data analysis skills to perform at a high level of accomplishment.
 - Strong communication and analytical/technical skills, including financial accounting, modeling, and loan structuring.
 - Extensive Excel modeling skills required.
 - Proficient knowledge of MS Teams, MS Word, and Power Point a plus.
- ✓ **Problem Solving** - Uses rigorous logic and methods to solve difficult problems with effective solutions; looks beyond the obvious and does not stop at the first answers.
- ✓ **Transparency** - Provides direct, complete, and "actionable" feedback in a way that empowers others to do their best work; builds trusting and productive partnerships.
 - Demonstrates professionalism, diplomacy and composure and is flexible and able to adapt to a variety of situations.
- ✓ **Communication** - Conveys messages clearly and succinctly both verbally and in writing; speaks in a manner that is effective for a variety of audiences and settings, coaches' others in a constructive way.
- ✓ **Informing** - Provides the information people need to know to do their jobs; provides information so that decision makers can make accurate decisions.



- ✓ **Learning on the Fly** - Open to change; analyzes both successes and failures for clues to improvement; enjoys the challenge of unfamiliar tasks.
- ✓ Ability to work evening and weekend hours during peak periods.
- ✓ Ability to travel as necessary to conduct site visits.

Ohio Capital Corporation for Housing is an independent, mission-driven nonprofit corporation based in Columbus, Ohio, that works with private and public developers to create affordable housing opportunities. Since its inception, OCCH has raised over \$4.5 billion in private capital and invested in over 46,500 units of affordable housing in over 800 developments.

Our mission is to ***advance the preservation, production, and management of affordable housing through collaborative partnerships and innovative thought leadership.*** Our mission is at the heart of everything we do. Our core values are our building blocks and foundation. Our values of **CREATING: Collaboration & Communication, Respect, Expertise, Accountability, Trust, Innovation, Inclusion & Growth**, will guide our behaviors ensuring a consistent focus on quality and progress toward our vision. Ideal candidates will be passionate about our mission and exhibit our core values with a commitment to continuous improvement and growth.

OCCH is an equal opportunity employer. Equal employment opportunity is not only good practice - it is the law and applies to all areas of employment, including recruitment, selection, hiring, training, transfer, promotion and demotion, termination, compensation, and benefits. As an equal opportunity employer, OCCH prohibits unlawful discrimination based on race, religion, creed, color, national origin or ancestry, sex, age, marital status, sexual orientation, gender, gender identity, gender expression, genetic expression, disability, veteran or military status, or any other basis that would be in violation of any applicable federal, state or local law.