

Department	Development
Job Title	SVP, Development Officer
Reports to	Executive Vice-President, Development

Job Summary:

The Development Officer serves as the overall relationship manager and is responsible for originating new LIHTC investment opportunities. They are responsible for building and maintaining strong relationships with developers, structuring and securing feasible LIHTC partnership opportunities, overseeing, and collecting due diligence for deals and supporting the underwriting and closing process.

Essential Job Functions:

Function/Responsibility
Relationship Management: Cultivate, foster, and maintain longstanding relationships with Developer Partners and work collaboratively to achieve commons goals.
Deal Strategy: <ul style="list-style-type: none"> ✓ Oversee and support the submission of funding applications. ✓ Demonstrates thorough knowledge of state's qualified Allocation Plans and initial submission to underwriting of financial models. ✓ Provides technical financial structuring assistance to non-profit and for-profit developers during the development process. ✓ Pursues opportunities for initiating projects and securing potential opportunities. ✓ Identify opportunities for OCFC to deploy its products in support of OCCH's mission. ✓ Secures information to determine market feasibility. ✓ Prepares Letter of Intent (LOI), negotiates business terms with developer consulting and collaborating with internal team and secure signed commitments from developers on LOI's. ✓ Coordinates transition of projects from Development to Underwriting. ✓ Collaborates with underwriter during underwriting process. Specifically, around identifying risks and associated mitigants, strengths and weaknesses ✓ Assists during closing process, as necessary. ✓ Performs other duties as assigned. ✓ Meet the \$125-\$150 million annual volume expectation.
Industry Consultation: <ul style="list-style-type: none"> ✓ Maintain current deep knowledge of real estate market dynamics, competition, policy development and the LIHTC industry trends. ✓ Represent OCCH by attend and/or speaking at industry events.

Education / Certifications:

- ✓ Bachelor's degree in Business, Accounting or Finance, or related field required.

Work Experience:

- ✓ Minimum 7 years of direct experience in affordable multifamily housing.
- ✓ Experience with complex mixed income transactions utilizing tax-exempt bonds, LIHTC, HUD and other affordable housing finance tools. Comprehensive knowledge of the LIHTC Program, commercial real estate development, corporate and partnership legal and taxation issues.

Knowledge, Sills & Abilities:



- ✓ **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.
- ✓ **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.
 - Demonstrates professionalism, diplomacy and composure and is flexible and able to adapt to a variety of situations.
 - Strong client focus, business development, and relationship management skills.
- ✓ **Negotiation** – Ability to articulate goals and achieve win-win solutions.
- ✓ **Informing** - Provides the information people need to know to do their jobs; provides information so that decision makers can make accurate decisions.
- ✓ **Priority Management** - Prioritizes multiple tasks/projects successfully; delivers outputs within timeframes.
 - 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.
- ✓ **Learning on the Fly** - Open to change; analyzes both successes and failures for clues to improvement; enjoys the challenge of unfamiliar tasks.
 - Collaborative and flexible style, with a strong service focus.
 - High degree of intellectual curiosity.
- ✓ **Detailed Oriented** - Achieves thoroughness and accuracy when accomplishing a task through concern for all the areas involved. Provides information in a useable form and on a timely basis to others who need to act on it
 - Demonstrated ability to work productively and accurately in a fast-paced environment with multiple projects and stringent deadlines.
 - Must be able to work well in groups but also take ownership of tasks.
- ✓ Ability to work evening and weekend hours during peak periods.

Ohio Capital Corporation for Housing is an independent, mission-driven nonprofit corporation based in Columbus, Ohio, who works with private and public developers to create affordable housing opportunities. Since its inception, OCCH has raised over \$6 billion in private capital and invested in over 55,000 units of affordable housing in over 900 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.