|  |  |
| --- | --- |
| **Department** | Development |
| **Job Title** | AVP of Account Management  |
| **Reports to** | Executive Vice-President, Development |

# Job Summary:

The AVP of Account Management is a role responsible for overseeing the lower-tier deal-closing process, ensuring smooth transitions from LOI through closing with hand off to construction, and maintaining the integrity of all related operations. This role involves driving deals through the closing process, managing and coordinating Credit Committee memos, and providing in-depth analysis of key diligence items to recommend actions to the Committee and Risk Officer.

**Essential Job Functions:**

|  |
| --- |
| **Function/Responsibility** |
| Role as Manager:* Responsible for maintaining the pipeline of the executed LOIs through the closing process
* Ensuring integrity, timeliness and accuracy of Credit Committee memo (direct responsibility for certain sections, along with getting the other sections completed from other vested groups) and managing and updating the Credit memo through closing.
* Makes investment recommendations, based on analysis of key diligence items and approved guidelines, to the Committee and Risk Officer
* Managing Committee Deadlines and delivery of items to meet the Committee timelines.
* Trains, coaches, and oversees Account Managers on OCCH’s Underwriting model, guidelines and best practices; identifies and implements training opportunities
* Responsible for formalizing underwriting and closing processes in conjunction with Leadership and Risk Officer

Role as Account Manager specific to AVP’s direct closing pipeline:* Understands all facets of the deal, especially to highlight items that need further review or mitigants
* Joins and is an active participant in closing calls
* Elevates risk items or changes to the Originator, Risk, or other parties affected by changes
* Maintains Due Diligence required for Underwriting
* Model updates and maintenance of yield from LOI through Closing
* Transition to Construction and Asset Management
* Other duties as assigned
 |

**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, Skills & Abilities:**

* Ability to interact well with external and internal (cross-functional) partners
* Thorough understanding of OCCH’s underwriting model
* Strong attention to detail
* Ability to be an effective player-coach
* Ability to drive deals to the finish line
* Strong relationship management skills

**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 60,000 units of affordable housing in over 1,000 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: C**ollaboration & **C**ommunication, **R**espect, **E**xpertise, **A**ccountability, **T**rust, **I**nnovation, I**N**clusion & **G**rowth, 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.