



## **JOB DESCRIPTION**

**Job Title:** Senior Associate, Housing Tax Credits  
**Location:** Jacksonville Beach, Florida, Milwaukee, Wisconsin or Remote  
**Reports to:** Senior Vice President for Compliance Programs

### **Job Summary**

The Senior Associate, Housing Tax Credits assists in developing and delivering the National Center for Housing Management's industry leading education and certification programs for professionals and organizations involved with the federal Low Income Housing Tax Credit (LIHTC) Program as well as other affordable housing programs.

The Senior Associate, Housing Tax Credits also assists in developing NCHM's brand awareness and reputation through interaction with industry professionals, contributing to NCHM professional articles and marketing materials, and supporting other business development activities.

The Senior Associate, Housing Tax Credits carries out his/her responsibilities under the direction of NCHM's Senior Vice President for Compliance Programs and works cooperatively with other staff and contractors as required.

### **Essential Functions**

The essential functions of the Senior Associate, Housing Tax Credits position are outlined below.

#### **Product Development and Delivery**

The Senior Associate is a subject matter expert for NCHM training programs and services that involve the LIHTC program, so-called "blended" properties (properties that utilize tax credits along with other governmental and/or non-governmental assistance), and other affordable housing programs. He or she will assist in keeping all courses, webinars and related materials in the subject area up to date. In order to accomplish this objective, the Senior Associate will be expected to keep abreast of all contemplated and enacted changes in federal compliance regulations (both IRS and HUD) and significant developments in the industry and at the state housing finance agency level. He or she will collaborate with NCHM's Media Production staff to ensure that all NCHM programs in his/her areas of responsibility are kept current from a design standpoint and are ready for production and dissemination.

The Senior Associate will be expected to teach courses up to three to four times monthly. Currently, the vast majority of NCHM courses are delivered online. However, it is anticipated that NCHM will return to physical classroom-based programs once conditions permit. In that circumstance, the Senior Associate may be called upon to travel two to three times per month to various training locations across the USA with the typical trip involving between three and five weekdays.

### **Subject Matter Expertise**

The Senior Associate will share his/her expertise in LIHTC and other affordable housing programs in non-training activities of NCHM including:

- Responding to eHotline questions, which are submitted by industry professionals who hold active certifications with NCHM.
- Working with other NCHM staff on consulting projects with NCHM clients.
- Authoring articles, blogs and other communications designed to inform and educate on matters related to the LIHTC program and other affordable housing programs.

### **Business Development**

- Responsible for maintaining and updating contact information for all state housing finance agencies.
- Assist senior staff in building and maintaining relationships with state housing agency representatives for the purpose of expanding awareness of NCHM programs and services.
- Contribute to the development of marketing materials on relevant topics as requested.

### **General**

- Participate in training, company meetings, and other activities as directed.
- Carry out special assignments as directed.
- Adhere to company policies and procedures including, but not limited to, policies and procedures contained in the company's Employee Handbook.

<b>Work Location/Remote Work</b>
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NCHM maintains physical offices in Jacksonville Beach, Florida and Milwaukee, Wisconsin. The Senior Associate may office in either location or, in the alternative, may work from his or her home in a different location in the United States, subject to the approval of the President. (Note: Currently, due to the COVID-19 pandemic all employees are required to work remotely).

Should the Senior Associate choose to work from his or her residence in a remote location, and should this arrangement be approved by NCHM, it will be subject to the following:

- The location shall have reasonable access to a commercial airport with good direct or one-stop service to major US destinations.
- The employee shall provide a separate room or workspace within his or her residence that is conducive to the requirements of the position, including good lighting, temperature control, and noise and interruption control. Since the Senior Associate will be conducting online instruction for several hours each day, this requirement is essential.
- The employee shall be responsible to provide at his or her sole expense, a work desk or table, appropriate seating, lighting, a computer with keyboard and mouse, modem connection to the Internet, reliable Internet service with a minimum download speed of 200 Mbps, a cell phone, and such other standard office equipment as needed. NCHM shall provide the employee with a fixed monthly allowance for Internet and cell phone service. NCHM shall also provide at its expense, audio equipment and any other specialized equipment needed to conduct online training and remote conferencing.
- Should the employee decide to relocate to another location more than 25 miles from his or her residence at the time of initial employment, his or her continuing employment will be subject to NCHM's approval, in its sole discretion, of the new location as one that is conducive to the work responsibilities of the position.

If working remotely, NCHM also expects the employee to:

- Maintain regular hours and align work hours so as to be available to other NCHM staff working primarily in the Eastern and Central time zones of the United States.
- Set appropriate boundaries for other household members.
- Keep interruptions to a minimum.
- Check-in daily with his/her supervisor.

<b>Qualifications</b>
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Required:

- Four-year college degree. (Exceptional job experience record may offset this requirement).
- Minimum of five years' experience in affordable housing regulations, with in-depth knowledge of the federal Low Income Housing Tax Credit program and hands-on experience either in a management or development company or a state housing finance agency.

- Hold NCHM's Tax Credit Specialist (TCS) certification, preferably with a high pass score on the TCS exam. Consideration may be given to holders of similar certifications from other organizations.
- Teaching or job training experience strongly preferred.
- Proficient in English, both spoken and written.
- Professional-level computer skills, with proficiency in Microsoft Office Suite applications, particularly Microsoft PowerPoint.
- Demonstrated ability to generate high-quality work product on deadline.
- Demonstrated ability to work independently.
- Meets NCHM's requirements for working remotely.
- Excellent attention to detail.
- Possess a valid driver's license and a driving record acceptable to the company.
- Ability to travel.

Preferred:

- Hold an advanced level certification in federal housing compliance such as NCHM's TCS-Advanced or COS-Advanced.
- Hold additional certifications such as Certified Occupancy Specialist, Blended Occupancy Specialist and alike.

**Equal Opportunity Employer: disability/veteran**