



HOUSING DEVELOPMENT OFFICER
SOUTH DAKOTA HOUSING DEVELOPMENT AUTHORITY

DESCRIPTION: Primarily responsible for analyzing sponsor applications seeking financing for the development of affordable housing in South Dakota. Successful candidate will conduct research; review applications for need, desirability, and financial feasibility; prepare legal documentation; assist in the design of allocation plans; and market the programs to potential development sponsors.

QUALIFICATIONS: Successful candidate must possess innovative financial, analytical, and negotiating skills; an assertive attitude towards relationship building; the knowledge to interpret federal and state regulations; and the ability to communicate concisely, both orally and in writing. Knowledge of real estate mortgage lending is required with an emphasis in underwriting single family developments in the affordable housing industry. Ideal candidate will have a bachelor's degree in finance, accounting, business, or real estate, and experience. Strong PC skills are required, including database and spreadsheets. Individuals should be self-starters with a high degree of initiative and the ability to work independently and in teams.

LOCATION: Pierre, SD (limited in-state and out-of-state travel)

STARTING SALARY: \$1,800.69-\$2,250.86 per semi-monthly pay period. Excellent benefit package.

CLOSING DATE: Monday, June 9, 2014, by 5:00 PM (CT). Apply in writing with cover letter and resume to: Lorraine Polak, Director of Rental Housing Development, South Dakota Housing Development Authority, PO Box 1237, Pierre, SD 57501-1237; or email to Lorraine@sdhda.org.

Equal Opportunity Employer