



Corporation for Supportive Housing
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JOB POSTING

Senior Program Manager **Los Angeles, CA**

The Organization:

The Corporation for Supportive Housing (CSH) is a national, nonprofit intermediary organization that helps communities create permanent housing with services to prevent and end homelessness. CSH advances its mission by providing high-quality advice and development expertise, by making loans and grants to supportive housing sponsors, by strengthening the supportive housing industry, and by reforming public policy to make it easier to create and operate supportive housing. CSH delivers its core services primarily through staff stationed in 11 states (California, Connecticut, Illinois, Indiana, Michigan, Minnesota, New Jersey, New York, Ohio, Rhode Island and Texas) and the District of Columbia. CSH also reaches many other communities that request assistance through its National Program staff.

The Position:

The Corporation for Supportive Housing is seeking a creative, goal-oriented individual for a Senior Program Manager position in its Los Angeles office. The Senior Program Manager will have primary responsibility for processing and originating predevelopment and acquisition loans for CSH's Los Angeles Program and delivering training and technical assistance to providers of permanent supportive housing. Under the supervision of the Associate Director, the Senior Program Manager will be responsible for the following:

Responsibilities:

- Market CSH's acquisition and predevelopment loan products to supportive housing providers in Los Angeles.
- Identify lending opportunities that further CSH's local program goals toward creating supportive housing in Los Angeles.
- Originate loans and conduct necessary due diligence of projects and development teams. Review and evaluate development and operating budgets and services plans for projects as part of the CSH underwriting process.
- Support the administration of CSH's loan programs, monitor lending activity and oversee data collection systems related to lending
- Participate in the development and maintenance of loan and grant portfolio data collection systems.
- Prepare loan recommendation memos and present for review and presentation to the Internal and Board Project Review Committees.
- Work with other CSH staff and CSH legal counsel to close and disburse loans.
- Support the administration and development of CSH's loan programs in Los Angeles.
- Support policy and fundraising efforts as they relate to CSH's lending and local program activities.
- Maintain and develop relationships with funders, financial institutions and other external partners.
- Develop training materials and curricula for use in training and technical assistance in coordination with local program staff and national program support units.
- Develop and facilitate trainings and workshops related to supportive housing development, finance, and operations
- Perform other related duties or special projects as assigned by the supervisor.

Qualifications:

- Bachelor's degree preferred; advanced degree a plus. Equivalent experience may substitute for education.
- Minimum of five years of experience lending to low income housing or supportive housing project sponsors. Additional education and/or housing project management experience may substitute for some lending experience.
- Knowledge of the Low Income Housing Tax Credit program and other affordable and supportive housing financing programs at the federal, state, county and city levels.
- Experience delivering training and facilitating workshops preferred.
- Experience with supportive housing asset and property management preferred.
- Knowledge of popular education principles and techniques a plus.
- Demonstrated experience at managing multiple assignments effectively.
- Candidates must be able to take initiative and pursue program goals with a focus on objectives and outcomes.
- Demonstrated ability to work effectively with government agencies and community-based organizations.
- Excellent computer skills including extensive knowledge of MS Word and MS Excel.
- Excellent verbal and written communication skills required; meeting facilitation and training skills a plus.
- Occasional travel required.

Contact:

Resumes of all qualified and interested candidates may be e-mailed to jobs@csh.org or faxed to 212.375.2637.

The Corporation for Supportive Housing is committed to a policy of equal treatment and opportunity in every aspect of its relations with staff members and prospective employees, and will not discriminate against applicants for employment because of race, creed, color, national origin, age, disability, marital status, sex, or sexual orientation. CSH is also committed to a policy of affirmative action in the hiring of staff and encourages employment applications from people who are representative of the culturally and ethnically diverse communities CSH serves.