



Title: Manager, Design & Construction

Organization: MassHousing

Location: One Beacon Street, Boston, MA 02108

Posting Closes: Close of Business on August 30, 2022

Website: <https://www.masshousing.com>

MassHousing recently affirmed its longstanding commitment to diversity and inclusion in its 5-year Strategic Goals, see <https://www.masshousing.com/-/media/Files/Corporate/MH-5yr-Strategic-Business-Goals.ashx>.

THE ORGANIZATION

MassHousing will confront the housing challenges facing the Commonwealth to improve the lives of its people. A bold mission for an innovative agency. Since its inception in 1966, MassHousing has provided more than \$27.5 billion for more than 125,000 apartments and more than 105,000 home mortgage loans. Beyond lending, we also work to promote economic growth and empowerment for families, individuals, and businesses; help communities increase their housing stock; provide hope and homes for vulnerable populations, and look for new, cost-effective ways to provide equitable housing opportunities. We have a relentless determination to confront the Commonwealth's housing challenges and improve lives.

We know that we cannot meet our mission without a workforce that is committed to standing with us in our efforts. We achieve this by making investments in staff development and prioritizing individuals who align with our values including an unwavering dedication to diversity, equity, and inclusion.

As an employee of MassHousing you are offered a great career opportunity which is more than a paycheck. MassHousing's total compensation package features an outstanding set of employee benefits which you should consider towards your overall compensation, including but not limited to:

- Tuition reimbursement up to \$10,000 per calendar year
- A 35-hour work week and a hybrid work schedule
- Back up Child/Elder Care
- Retirement Savings including a pension and a deferred compensation plan (with a match)
- Comprehensive health, dental and vision plans
- 12 paid Holidays per year and generous sick, vacation, and personal time
- Short-Term Disability
- Central Boston office location, convenient to public transportation and amenities on site

If you're ready to join our dynamic team of mission driven professionals, this might be the job for you! Interested candidates should send a letter of interest and a resume to MassHousing by logging in to <https://prd01-hcm01.prd.mykronos.com/ta/6003873.careers?CareersSearch>

Position Summary

The Manager of Design & Construction leads and oversees the Design & Construction department. This individual is a key business leader within the Rental Underwriting Division and is responsible for conducting the technical analysis precedent to the underwriting of multifamily loans. The Manager oversees a staff of licensed design professionals and technical specialists who review and advise on design, construction and environmental risks on proposed development sites, proposed architectural plans, specifications, construction costs, and construction contract documents for proposed developments and existing developments within MassHousing's loan portfolio. The Manager also oversees internal and external construction monitoring services necessary to confirm that construction proceeds are being released timely and proportionate to construction status. In addition, the Manager oversees and manages outside consultants, as required.

Working closely with the Senior Manager for Technical Services, the Manager will oversee the refocusing of the department toward MassHousing's mission for its stakeholder, expecting and inspiring excellence and supporting a culture of innovation, pro-active problem solving and continuous improvement within him/herself, the department, division, and the Agency. The Manager may be called upon to represent MassHousing in public forums and to be capable of delivering thought-leadership to the industry around a variety of topics, including sustainability and resiliency.

The Manager also performs various personnel-related activities. These include monthly conferences with direct reports to provide feedback on performance, coach and advise, direct development of goals, conduct annual salary and performance evaluations, and advise and participate in departmental staff changes, as necessary. The Manager is required to oversee and evaluate the implementation of prevailing wage regulations and procedures and the collection and maintenance of information on construction and operating materials, as well as the methods and practices of these activities. This individual is also responsible for preparing and monitoring the departmental budget. The Manager may also assume additional responsibilities as assigned.

Specific Duties and Responsibilities

- Provides essential risk management contributions to the Agency's underwriting process by managing the team charged with reviewing and advising on design, construction and environmental matters on proposed construction loans and permanent mortgage loans.
- Ensures compliance with regulatory requirements and lending standards of MassHousing which are critical to the Agency's third-party credit ratings with S&P, Fitch, and other rating agencies.
- Ensures compliance with the regulatory requirements and lending standards of all MassHousing capital sources in effect from time-to-time including:
 - U.S. Department of Housing & Urban Development ("HUD"), which is essential to the Agency's status as a Risk Share lender;
 - the Commonwealth of Massachusetts Department of Housing and Community Development ("DHCD");

- Federal Financing Bank (“FFB”); and
- American Federation of Labor and Congress of Industrial Organizations (“AFL-CIO”) Housing Investment Trust (“HIT”).
- Ensures compliance with all statutory and regulatory requirements associated with MassHousing’s multifamily lending programs.

Knowledge, Skills and Abilities Required

- Strong organizational skills.
- Demonstrated ability to design, implement, manage the lifecycle, and measure the impact of programs.
- Ability to provide strategic level, critical thinking in problem solving settings.
- Demonstrated ability to develop external partnerships to advance corporate goals.
- Demonstrated knowledge of government affordable housing subsidy programs.
- A strong work ethic, with a results-oriented philosophy and personal qualities of trustworthiness, openness, accessibility, kindness, flexibility, and a sense of humor.
- Supervisory experience preferred.

Minimum Education and Training

- Bachelor’s degree in Architecture or Engineering and professional registration in the Commonwealth of Massachusetts preferred.
- 10+ years’ experience in architecture/construction primarily in multi-family housing.
- Experience with tax-advantaged financing, including LIHTC.
- Knowledge of applicable state and federal building codes, energy codes, and accessibility requirements.
- General knowledge of and experience with environmental due diligence including hazardous material surveys, flood hazard maps, and Environmental Site Assessments a plus.
- Experience with LEED, Passive House, and/ or Living Building Challenge a plus.

Salary Range: \$114,710.00 to \$149,123.00

All positions at MassHousing require a customer service mindset, in accordance with our values: Integrity, Excellence, Collaboration, Respect, Accountability and Service. Inherent in these values is our commitment to diversity, equity, and inclusion for all.

This position has been designated as “Mobile” under MassHousing’s Alternative Work Schedule (AWS)-hybrid work model. However, during the first 90 days, the employee may be expected in the office more frequently for training and onboarding.

As a condition of employment, successful applicants will be required to be fully vaccinated against COVID-19 or have an approved exemption as of their start date. Details relating to demonstrating compliance with this requirement will be provided to applicants selected for employment. Applicants who receive an offer of

employment who can provide documentation that the vaccine is medically contraindicated or who object to vaccination due to a sincerely held religious belief may make a request for an exemption.

MassHousing is an Equal Opportunity Employer