

HOUSING & COMMUNITY DEVELOPMENT UNDERWRITER

Arundel Community Development Services, Inc. (ACDS) is an established nonprofit organization created by Anne Arundel County to create housing and community development opportunities for low income households and underserved communities. Arundel Community Development Services, Inc. manages over \$25 million in federal, State and local housing and community development funds. The organization makes investments in the development and preservation of affordable rental housing communities, homeownership opportunities, community development projects and programs serving those most in need. In addition to administering funds to sub-recipient partners, ACDS directly implements several programs that serve low and moderate income clients directly, including an award winning Eviction Prevention Program, Property Rehabilitation Program and suite of homeownership counseling programs

SUMMARY

Are you interested in growing your skillset performing diverse assignments in the affordable housing and community development field? ACDS is a mission oriented organization is committed to performance, quality and innovation. Our diverse team members are passionate about serving the community.

ACDS is seeking a professional whose responsibilities include analyzing and financial underwriting, and monitoring affordable housing and community development projects serving low and moderate income households and communities. Additional responsibilities include administering grants to housing and community development sub-recipients, administration and implementation of plans, policies, projects and program activities furthering affordable housing and community development within and for Anne Arundel County, Maryland. This professional level position offers the opportunity to grow your skillset in real estate development and underwriting while working in a mission driven environment. The ideal candidate experience in affordable housing development and underwriting and/or administration of federal HUD Programs (such as HOME and CDBG).

JOB DESCRIPTION

General responsibilities include executing financial underwriting for multi-family affordable rental housing and community development projects and developing environmental reviews. Reviewing applications, awarding and administering sub-recipient grants to housing and community development partners, and ensuring compliance with federal, State and local requirements. Manage various components of the underwriting process, collaborating with internal team members and external partners. Represent ACDS before various planning boards and committees and move agency priorities forward. Coordinate the development, administration and implementation of plans, projects and program activities. Prepare applications for funding assistance, track performance data, and prepare required local, State and federal reports.

QUALIFICATIONS

This position requires a Master's Degree in Urban Planning, Public Administration, Real Estate Development, or a closely related field, or a Bachelor's Degree in a related field in combination with directly relevant work experience. Ability to comprehend and correctly use a variety of informational documents including federal regulations, contracts, agreements, deeds of trust, census data and demographic reports. Familiarity and comfort utilizing spreadsheets is a must. A working knowledge of affordable housing development and underwriting, CDBG and HOME Programs is desirable.

SALARY /BENEFITS

Salary ranges from the high 60's to high 70's depending on experience. ACDS offers an excellent benefits package including comprehensive health insurance, a 12% employer contribution to the employee's 403(b) Retirement Plan, and free parking.

LOCATION: Annapolis, Maryland

SCHEDULE: Full-time 40 hours per week (salary exempt position). Some remote work may be available.

HOW TO APPLY

Please email your cover letter and resume to Human Resources at hrresumes@acdsinc.org or fax (410) 222-7619

ACDS is an Equal Opportunity Employer

September 9, 2022