



JOB DESCRIPTION

Vice President, West Coast Regional Production Officer

Summary:

As West Coast Regional Production Officer, you will have the opportunity to originate debt and equity for affordable housing, conventional multifamily, senior living, and healthcare properties within a region on the West Coast for a nationwide lender and syndicator. CSG and its affiliates provide construction, acquisition, rehabilitation, interim, and permanent financing through FHA, USDA, and other sources. The core of CSG's business is affordable housing previously financed or to be built with federal and state Low Income Housing Tax Credits (LIHTC). Successful candidate will be motivated to source, execute and close debt financing & LIHTC acquisitions of apartment properties.

Duties and Responsibilities:

- Solicit and manage new and existing relationships with owners, developers, and business partners.
- Maintain a thorough understanding of lending and investment criteria for various debt and equity programs offered through CSG and its affiliates, or others as developed.
- Source, evaluate, structure and negotiate terms of transactions with support from production administration staff; including initial screenings, evaluation of opportunities under various program policies and procedures, and issuing Letters of Intent or pre-application letters for equity and debt on behalf of CSG and its affiliates.
- Work with CSG's underwriting and closing teams to evaluate and resolve significant business points of transactions throughout the underwriting and closing process.
- Work with CSG's licensed broker/dealer affiliate to assist the Investor Sales team in the distribution of tax credit equity investments to institutional investors.
- Participate in weekly pipeline meetings to discuss the status of transactions, product developments, and company initiatives.
- Identify and participate in various industry-focused functions including conferences, networking events, forums and other marketing events in various states.
- Collaborate with senior management in the evaluation and identification of industry trends.
- Assist senior management in the development of strategic relationships, new product initiatives, and innovative solutions for and with its developer clients.
- Promote CSG as a dedicated and experienced member of the multifamily and affordable housing community.



Supervisory Responsibilities:

- This job has no supervisory responsibilities.

Qualifications:

- Bachelor's Degree (BA) from four-year college or university, or one to two years of related experience and/or training, or equivalent combination of education and experience.
- Computer skills required: Electronic Mail Software (Outlook), and advanced Microsoft Excel abilities.
- Other skills required:
 - A comprehensive working knowledge of some or all of the following structures: Low Income Housing Tax Credits, FHA insurance, USDA guarantees, federal and local rental housing subsidy programs, Freddie Mac and Fannie Mae loan structures including bond credit enhancement, and tax-exempt bond structures typical of affordable housing transactions.