



Position: LIHTC Project Coordinator
Organization: SBP - New Orleans
Reports to: CFO and COO - New Orleans

About SBP:

About SBP: SBP is an award-winning, innovative nonprofit organization whose mission is to shrink time between disaster and recovery. A leader in volunteer-driven, post-disaster rebuilding; SBP educates, advocates and improves the disaster recovery sector so that we can collectively achieve more for communities. With a team of 70 staff and 240 AmeriCorps members, SBP has rebuilt more than 1,700 homes across 9 states and shared best practices with many more.

SBP's vision is to embrace constant improvement, community-wide collaboration, and clear benchmarks to reduce human suffering caused by the tolls of delay in recovery. By pairing resilience training with recovery operations, we strive to reduce the need for our rebuilding services over time by increasing preparedness among vulnerable communities.

SBP encourages individuals that are hungry for change and eager to innovate to join our team so that we can change the future of disaster recovery together.

Overview:

This full time staff member will assist with activities related to the design, financial closing, construction and property management of SBP's two Low-Income Housing Tax Credits (LIHTC) projects in New Orleans which will create 110 units of rental housing. The LIHTC Project Coordinator will work closely with the CFO and COO and third party professionals to assist with the following activities:

- Coordinate the timely completion and collection of documentation for building, zoning, environmental and energy efficient requirement as well for Louisiana Housing Corporation, lender, investor, general contractor, architect and other funders as needed;
- Identify qualified renters for the 110 units and coordinate with HANO and the property management company to ensure prospective renters are screened timely and accurately and are properly oriented to their new units;
- Develop and facilitate a culture of service among residents in the building by helping to establish clear guidelines, requirements, programs and services that will cultivate the culture we aim to build;
- Participate in regular meetings with the design team, lender, investor and attorney;
- Participate in community engagement process as needed;
- Assist the CFO and COO with other tasks as needed in the accounting and affordable housing departments.

Basic Qualifications:

- Bachelor's degree in finance, accounting or real estate, or equivalent work experience
- One or more years of experience in financial services and/or real estate activities
- One or more years of experience in affordable housing or property management

Preferred Skills/Experience:

- Successful track record in managing rental units and ability to communicate effectively with a diverse group of tenants
- Knowledge of tax credit programs and/or commercial real estate finance

- Proficient computer skills, especially Microsoft Office applications and financial spreadsheets
- Excellent verbal and written communication skills
- Proven leadership skills

Salary & Benefits Salary is commensurate with experience. Company provides benefits package to include paid time off and health coverage.

We will follow up with qualified candidates- please no calls or emails after your submission.

SBP is an equal opportunity employer and adheres to all applicable city, state and federal laws regarding equal employment opportunity and hiring practices.

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, creed, sex, gender, gender identity, sexual orientation, pregnancy, genetic information, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.

It is the policy of SBP not to discriminate against any individual, person, or group on the basis of disability and the intent of SBP to address any complaints may arise pursuant to Section 504.