

**Maryland Department of Housing and Community Development**  
**Community Development Administration**  
**CDA Lending & Risk Analyst Senior I**  
**Energy Program Manager (088501)**

**Hiring Range: \$73,787 - \$92,677 (Grade 20, step 2 to step 11)**

**Work that Matters.** The Maryland Department of Housing and Community Development (DHCD) is a national leader in the financing of affordable housing and revitalizing communities. This is an opportunity to join this nationally-recognized, award-winning organization and apply your skills to this high public purpose and challenging area. Annually, DHCD finances approximately 2,700 units of multifamily rental housing in 40 properties, amounting to \$350 million in construction and permanent financing. Funding comes from a variety of sources, including state-appropriated funds, taxable and tax-exempt revenue bonds, federal low income housing tax credits, federal HOME funds and other federal funds. Additionally, DHCD administers rental assistance programs and innovative initiatives designed to expand affordable housing opportunities for persons with disabilities, increase the energy efficiency and sustainability of affordable multifamily developments, and preserve rental housing.

**Program Excellence: Housing and Building Energy Programs**

**Who we are and what we do:** We are a fast paced, dynamic team committed to serving Maryland households. We are looking for team players that share our vision of program excellence and our commitment to customer service.

The programs that the division administers provide energy efficiency improvements that help reduce energy bills to residents, increase comfort, improve health and safety in the home, support local employment, and contribute strongly towards meeting the State's environmental goals. This program portfolio consists of programs such as the US Department of Energy Weatherization Assistance Program (WAP), EmPOWER Low Income Energy Efficiency Program (LIEEP), EmPOWER Maryland Energy Efficiency Tune-up Program (MEET), EmPOWER Multifamily Energy Efficiency and Affordable Housing Program (MEEHA), Maryland Energy Assistance Program (MEAP) for Crisis/No-Heat/No-Cool, Energy Efficiency Homes Construction Loan Program (NetZero), and the BeSMART Home Energy Loan Program (BeSMART).

**The Position:** This position performs under a higher degree of independence. This position requires learning and maintaining knowledge of current best practices and trends in energy efficiency.

This position's duties involve coordinating with the Sr. Energy Program Manager on planning and executing procedures to successfully deliver energy programs. Procedures include the qualification and assignment of applicants, review of provided services, setting production goals, develop and monitor budgets, develop and provide guidance to partnering organizations, evaluate performance metrics, training for staff and partners, prepare agreements and contracts, analyze program data and prepare reports.

Satisfactory execution of the assigned tasks includes meeting program deadlines and targets, and keeping expenditures within budget. This includes establishing and evaluating program goals, acquiring resources and coordinating the efforts of network partners, team members and third-party vendors to achieve program goals and maintain performance standards, and continuously monitoring program performance.

### **Minimum Qualifications:**

**Experience:** Four years of professional financial/risk analysis experience concerning government lending or assistance programs, or four years of experience in Construction Management pertaining to single family and/or multifamily housing government programs (as applicable) and four years of professional financial, lending and risk or construction analysis experience, such as managing financial asset and debt portfolios, examining, analyzing, and interpreting accounting, budget, or grant or real estate investment portfolio records and reports, or managing government housing projects.

### **Notes:**

1. Candidates may substitute the possession of a Bachelor's degree from an accredited college or university in Finance, Business Administration, Economics, Accounting, Construction Management or a related field and four years of professional financial/risk analysis experience concerning government lending or assistance programs, or four years of experience in Construction Management pertaining to single family and or multifamily housing government programs (as applicable) for the required experience.
2. Candidates may substitute the possession of a Master's degree from an accredited college or university in Finance, Business Administration, Economics, Accounting or a related field and two years of professional financial/risk analysis experience concerning government lending or assistance programs, or two years of experience in Construction Management pertaining to single family and or multifamily housing government programs (as applicable) for the required experience.
3. Candidates may substitute U.S. Armed Forces military service experience as a commissioned officer in the Accounting or Loan Officer Classifications, or Financial Management specialty codes in the accounting field of work in business and industry classification, or business and industry specialty codes in the housing management field of work on a year-for-year basis for the required experience.

### **Preferred Qualifications:**

- Experience with program or project management
- Experience with business management (to include supervision of individuals or teams)
- Experience with Energy Efficiency Programs, for example: Empower, BeSMART Home Energy Loan Program, or others