



The Community Builders, Inc.

Finance Project Associate – Boston, MA

The Community Builders, Inc. is the largest nonprofit urban housing developer in the United States. Our mission is to build strong communities where people of all incomes can achieve their fullest potential. We do this by developing, financing, and operating high quality affordable mixed-income housing, by coordinating access to support services, and by planning and implementing other community and economic initiatives critical to the communities we serve. Every employee who works for The Community Builders understands what it means to make a significant difference in the lives of others. Due to anticipated growth and ongoing needs, we are searching for a Finance Project Associate to join our team.

Position Description:

The Finance Project Associate will work closely with the development team to ensure financial viability of residential developments, arrange debt financing and provide financing advice during the Planning process.

Essential Functions:

- Interact with brokers and/or lenders in the collection of the necessary due diligence to finance multifamily properties.
- Demonstrate an understanding of the debt underwriting process and its application to each potential loan for existing projects through refinancing opportunities and new transactions.
- Work with various lending programs to identify the most effective program for transactions (FHA, GSE, Bank Loans, etc.)
- Make recommendations to management regarding loan proposals and participate in the initial underwriting process
- Work with the project team to design initial program and financing strategy to creatively combine multiple financing resources that ensure long term project viability while being consistent with the development's non-financial goals
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- Assist in obtaining debt and equity financing
- Assist in the analysis of operating history, occupancy, and other subsidy sources, etc.
- Ensure necessary due diligence, work with legal to review and negotiate finance-related documents and review LIHTC compliance agreements

- Work with the project team in resolving and identifying financial issues that arise

Knowledge, Skills and Abilities:

- Must possess solid analytical and modeling skills
- Must be able to work well in a team environment both internally and externally and have strong communication and problem-solving skills

Education & Experience:

Undergraduate degree in a related field

1-2 years' experience in the finance industry

Multifamily real estate experience- Affordable housing preferred

The Community Builders, Inc. is committed to ensuring diversity in its workplace, and candidates from diverse backgrounds are strongly encouraged to apply.

[Apply Here!](#)