

Title: Financial Analyst  
Status: Full-time  
Reports to: Executive Director  
Posted: 1/5/21  
Location: Boise, Idaho

### **Summary:**

LEAP Housing Solutions is one of the most dynamic developers and preservers of affordable housing and housing services in the Treasure Valley. Proud to be the pioneer of the area's first land trust for homeownership and the area's first net-zero affordable housing project, LEAP has established a history of creative deal making.

LEAP is moving out of start-up and into growth phase as a housing developer. While there are currently less than 40 assets under management or in construction, there are nearly 300 in the concept phase. The enormous amount of opportunity requires a dedicated Financial Analyst who removes the financial modeling, underwriting and debt/equity placement responsibilities from the Executive Director.

Success for this position and our non-profit's mission hinges upon making faster feasibility decisions. The right candidate will not hesitate to create financial rules that expedite go and no-go decisions after reviewing the current and potential capital stack.

### **Duties**

- Lead housing development team through prospect and concept phase for potential
- Build financial models to determine feasibility of concept projects
- Assist in writing proposals for funding for affordable housing
- Identify and prepare RFP responses, develop the proposed finance strategy, preparing narrative components, coordinate efforts with internal and external partners, prepare interview materials, and participate in interviews.
- Acquisitions including site identification, feasibility analysis, due diligence, and contract negotiations.
- Early project management, participate in negotiations of ENA and DDAs, finance applications, lead community outreach efforts, coordinating consultants, and entitlements.
- Create capital stack to enable LEAP to develop/ construct affordable housing
- Demonstrate mastery over fund procurement using LIHTC, Federal Home Loan Bank, CDBG, HOME, Housing Trust Funds and NSP.
- Review and underwrite existing affordable housing developments to see if they are feasible for acquisition and preservation or redevelopment
- Build and maintain Company's Development Proforma which can function in four modes including a side-by-% and 9% LIHTC financing comparison and a fully functional Hybrid proforma.

- Build a business plan and financial model for development of below market rate homeownership opportunities.
- Build a business plan and financial model for homeownership preservation opportunities pursuant to LEAP ROC.

**Knowledge, Skills or Abilities:**

- 2+ years experience in housing development or relevant industry
- Excel - Intermediate to Expert
- Financial Modeling
- G Suite
- 60+ WPM
- Section 42, LIHTC, HOME, CBDG
- Capital Stack