



Associate

Hampden Park Capital & Consulting (HPCC) seeks an **Associate** to join our growing team. HPCC is a nationally recognized capital provider and housing consultant based in Western Massachusetts. We assist mission-driven organizations in developing, financing, and preserving affordable senior housing. This position may be based in our Massachusetts office or may be remote.

The Associate Role

The Associate will manage a portfolio of HPCC's projects from initial client conversations to project completion. The Associate will be expected to be the main point of contact for client interactions on approximately 12-20 component pieces (each project may have multiple component pieces).

A typical work week may include preparing, leading and following up on calls with clients, coordinating with other development team members -- including HUD, general contractors, architects, attorneys, third party report vendors -- conducting rigorous and comprehensive financial analysis for mortgage underwriting and producing clear and concise application submissions and other written materials. The Associate will collaborate with other members of the HPCC team to discuss specific projects, strategies, and next steps.

The Associate will participate in daily morning team calls, weekly Monday team production calls to review the full pipeline of projects, weekly one-on-one check ins with supervisor, and quarterly team goal progress calls.

The Associate will report to the Director of Project Management and Operations. Over time, they may supervise one or more Analysts. HPCC will assign the Associate a variety of projects, providing the opportunity to work with a wide range of our nonprofit clients across the country and also gain experience with a variety of current programs used to create and maintain affordable senior housing.

Our Ideal Candidate

Our ideal candidate is ambitious, flexible, and capable of wearing a variety of hats. They will enjoy working in a mission-driven business environment, and will be able to work independently and collaborate with others.

The Associate is expected to demonstrate strong **analytical skills**, show a high level of **organization and attention to detail**, exhibit **excellent interpersonal communication skills**, possess **high integrity, internal drive, and strong intellectual curiosity**, embrace our **mission**, and bring a sense of **passion and commitment** to their work. We expect them to also bring some or all of the following qualifications:

- A minimum of 3 years of lending or project management experience for affordable housing
- A Bachelor's degree (additional work experience can be substituted for a BA)
- Experience with FHA/HUD multifamily or health care lending programs is preferred
- Experience with HAP contract renewals under the Section 8 Renewal Guide and implementation of new project-based voucher (PBV) and project based rental assistance (PBRA) contracts is preferred, and
- Experience with Low Income Housing Tax Credits is a plus.

We offer a competitive salary and benefits package, and we believe that we will provide the Associate a unique opportunity to grow professionally and personally along with our mission-driven team members and business.

HPCC

HPCC blends our understanding of senior housing properties with our expertise in a wide range of federal financing products. We are proud to serve as a "one-stop shop" for our clients, where we can offer a seamless transition from our housing consulting to our FHA/USDA insured mortgage banking services. In addition to being licensed to underwrite FHA insured loan products, we are also able to assist clients with applications for capital advances, grants, and rental assistance (e.g., Section 202 Capital Advances, RAD, and rental assistance under HUD Notice H 2018-02 and H 2019-02).

We have more than 40 years of team experience in the development, financing, and preservation of affordable housing. HPCC has assisted over 100 nonprofits in redeveloping, constructing, financing and completing more than 12,000 units dedicated to low-income seniors from Connecticut to California.

Our small company prides itself on its entrepreneurial and collaborative spirit. The Associate will join a team of seven people in a business that has active expansion plans.

We are based in the town of Longmeadow, in Western Massachusetts, from where we serve clients across the nation.

The Selection Process

Please submit a cover letter, detailing your salary requirements and your qualifications for this position, along with a resume to: [Ann L Silverman Consulting](#). No phone calls or letters please. Applications will be reviewed and acknowledged as they are received. For more information, see our [website](#). Questions may be addressed to jobs@annlsilverman.com.

Hampden Park Capital and Consulting is an Equal Opportunity and Affirmative Action Employer. We encourage applications from candidates from diverse backgrounds and cultures.