



# Northwest Arkansas Council

## WORKFORCE HOUSING CENTER

**Job Description:** Finance and Business Development Director

### THE OPPORTUNITY

The newly launched Northwest Arkansas Workforce Housing Center (WHC) seeks a finance and business development director, with deep experience in the housing real estate market. The leader in this role will have significant responsibility and visibility across the organization. This position will source workforce housing developments eligible for funding through a Northwest Arkansas Housing Fund that is expected to launch within the next year. The position will also help source potential contributors to the fund. Additionally, this individual will provide leadership to the WHC and work closely with the executive director to scale operations, build culture, and drive production.

The WHC is looking for strategic, creative applicants who possess a network developers and funders and can cultivate those same relationships locally. Experience and deep knowledge with housing pro formas, development finance and complex capital stacks is essential. Experience in impact investing is a plus.

### ABOUT THE WORKFORCE HOUSING CENTER

The Northwest Arkansas Council launched the WHC in March 2021. The mission of the WHC is:

*To provide strategic regional leadership, expertise and resources to strengthen communities by expanding housing for working families near employment, commercial, and cultural centers in Northwest Arkansas.*

Recent regional data highlight the increasing housing affordability challenge in Benton and Washington counties. Eighty thousand new families are expected to move to Northwest Arkansas's four largest cities by 2040 and half will need to be workforce housing. The current development trends of housing do not meet current demand and the region's rate of growth, 30 new residents a day, will only exacerbate this gap.

WHC is ambitious in its approach and is seeking to address housing attainability with a creative and nimble approach. The Workforce Housing Center's scope of work includes partnering with a CDFI, or similar organization, to establish a substantial housing fund to bring capital solutions to the market, while advocating for housing affordability as a priority across the Northwest Arkansas region.



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### REPORTING RELATIONSHIP

Executive Director, Workforce Housing Center

### WAGE STATUS

Non-exempt "hourly status"

Exempt "salary status"

### DUTIES AND RESPONSIBILITIES

- + Source potential projects eligible for funding through the Northwest Arkansas Housing Fund
- + Evaluate, interpret, and analyze financial statements and market data for potential workforce housing development and preservation opportunities
- + Build an expansive network of local and national developers who are interested in workforce housing development in Northwest Arkansas
- + Work directly with developers to provide technical assistance to those seeking financing through the NWA Housing Fund
- + Monitor assumptions for housing development in Northwest Arkansas
- + Act as the primary contact for investor and developer relations
- + Conduct all financial analysis and reporting for special projects as needed and create new financial models as needed for complex projects.
- + Participate in professional conferences, seminars and institutes to ensure the Workforce Housing Center is employing best practices related to workforce housing
- + Monitor local, state, and federal policies that impact the ability to develop workforce housing
- + Other duties may be assigned

### MINIMUM JOB REQUIREMENT, EDUCATION / LICENSURE:

- + Bachelor's Degree in finance, real estate or a related field

### EXPERIENCE:

- + At least seven years experience in housing finance, including preparing real estate pro formas and modeling capital stacks that include private and public sector financing
- + Demonstrated experience presenting complex financial models and recommendations to internal and external stakeholders, including executives
- + Experience with leveraging affordable housing funds
- + Experience managing financial or development analysts



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### **KNOWLEDGE, SKILLS & ABILITIES**

- + Advanced knowledge of financial modeling techniques with specific knowledge of residential real estate pro forma modeling
- + Must be comfortable interacting with and supporting a diverse set of housing developers, including for-profit, nonprofit, small-scale and large-scale of both multifamily and single-family housing
- + Working knowledge of federal and state housing finance programs and initiatives
- + Exceptional proficiency with Excel
- + Strong attention to detail with proven accuracy in financial modeling and demonstrated comprehension of complex analyses
- + Ability to communicate concisely and articulately both verbally and in writing
- + Capable of thinking broadly, analyzing thoroughly and acting decisively
- + History of professional and personal integrity

### **CONDITIONS OF EMPLOYMENT**

Candidate must meet the requirements of the full job description as stated throughout the duration of employment with the Northwest Arkansas Council.

### **WORK ENVIRONMENT:**

Local remote work arrangement with occasional office presence as required. Residence in Northwest Arkansas is a condition of employment.

### **TO APPLY:**

Email resume and cover letter to [main@nwacouncil.org](mailto:main@nwacouncil.org)



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### **ABOUT THE NORTHWEST ARKANSAS COUNCIL**

Established in 1990 by Sam Walton, John and Don Tyson, J.B. Hunt, Mark Simmons and other business leaders, the Northwest Arkansas Council is a private, nonprofit organization working to advance job opportunities, talent recruitment, workforce development, physical infrastructure, health care, DEI, and quality of life in the region. Most of the Council's more than 100 members are companies, including Walmart, Tyson Foods, J.B. Hunt Transport Services, Inc., Simmons Foods, George's, Inc. and the University of Arkansas.

Over the years, the Council led the effort to open a new regional airport to serve the thriving business community, and it continues to play important roles in the investments into businesses, entrepreneurs, highways, water systems, schools, arts and cultural centers, and thriving downtown squares.

With core funding from the Walton Family Foundation, the Walmart Foundation and its members, the Council excels at identifying challenges and championing solutions to enhance the prosperity of the Northwest Arkansas region. Learn more about the Council's work at <https://nwacouncil.org>.

*The Northwest Arkansas Council is an equal opportunity employer and is committed to building and maintaining a culturally diverse workplace that is free of discrimination and harassment of any kind. We encourage women, minorities, individuals with disabilities and veterans to apply. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, veteran status, or any other status protected by the laws or regulations in the locations where we operate.*