



# Director, Housing Transactions

Los Angeles, CA | San Francisco Bay Area, CA | Seattle Metro (Remote)  
Full Time | Manager/Supervisor

## ABOUT HR&A;

HR&A; Advisors, Inc. (HR&A;) is an employee-owned company advising public, private, non-profit, and philanthropic clients on how to increase opportunity and advance quality of life in cities. We believe in creating vital places, building equitable and resilient communities, and improving people's lives. From Brooklyn to London, Medellin to Hong Kong, we have guided hundreds of clients in transforming real estate and economic development concepts and public infrastructure into job-producing, community-strengthening assets.

HR&A; has offices in Atlanta, Dallas, Los Angeles, New York, Raleigh, Washington D.C., and the Bay Area. We come from diverse backgrounds, have a breadth of lived experience, and share a passion for cities.

## THE PRACTICE

The Housing Affordability Practice works at the state and community level to create and preserve homes that meet the needs of the community. We develop housing plans and strategies, design and implement solutions — from inclusionary zoning policies to affordable housing investment funds — and underwrite and close housing transactions on behalf of public and private sector clients.

Our work is changing how impact investors approach affordable housing fund design and deployment. Over the past several years we have launched several affordable housing funds and facilitated over **\$300 million annually** of impact-oriented debt. We represent several of the most catalytic impact investors in affordable housing and take ensuring their mission goals are met very seriously when negotiating with counterparties.

## THE ROLE

The Housing Affordability Practice is seeking a full-time **Director with a focus on housing transactions** to structure funds and underwrite and close loans and investments in mixed-income and affordable housing developments. Directors are seasoned career professionals with 6–10 years of experience who collaborate with the Partner-in-Charge, other Directors and Principals, and direct the work of Analysts in small teams of three to five members.

## TRANSACTION MANAGEMENT

- Screen, underwrite, and close loans, grants, and investments in mixed-income and affordable housing acquisitions and developments.
- Manage relationships with project sponsors (typically for-profit and non-profit housing developers and owners).
- Structure and negotiate business terms of loans and investments to maximize public benefit and mitigate risk.
- Oversee analyst work; ensure quality of all client deliverables including screening, underwriting, and closing memos.
- Present analysis and approval recommendations to internal investment committee and clients.
- Collaborate with client business, legal, and finance teams; review third-party reports; negotiate legal documents.
- Coordinate the closing process with project sponsors, lenders, and other stakeholders.

## PRODUCT DEVELOPMENT

- Develop innovative housing investment vehicles that enable solutions identified in policy and planning processes.
- Work with current and potential clients to establish investment terms balancing financial return, risk tolerance, and mission objectives.
- Conduct market research to identify and size gaps in the existing housing finance market.
- Support negotiation of partnerships with other investors and public sector partners.
- Evaluate the feasibility of implementing and monitoring new investment vehicles.
- Organize workshops and outreach events with community, public sector, nonprofit, and for-profit investors.
- Support new business development through proposal writing and outreach to potential clients.

## EXPERIENCE REQUIRED

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Successful candidates will bring strong analytical, project management, relationship management, and housing finance capabilities. Most importantly, they will bring a passion for developing and implementing new programs and policies to address the housing challenges of communities across the country. Key experience includes:

- 6–10 years of work experience in housing finance, housing policy analysis and design, housing market analysis, affordable housing finance, and/or consulting in a related field.
- 5–7 years of experience in Real Estate Development or Finance, including 4+ years of real estate underwriting experience, preferably with affordable multifamily, and 2+ years of relationship management.
- Thorough knowledge of common underwriting practices and procedures.
- Thorough understanding of housing and affordable housing related market forces including general real estate principles, supply and demand economics, and multifamily demand drivers.
- High degree of proficiency in real estate financial modeling; experience with affordable housing finance is a plus.
- Comfort synthesizing data and crafting a compelling narrative.
- Comfort presenting to internal senior leadership and external clients.
- Strong project management experience, including professional and interpersonal communication skills aligned with guiding teams.

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### Compensation & Benefits

Base salary range: **\$141,600–\$163,779**, plus discretionary year-end bonus. As an employee-owned firm, you will participate in our Employee Stock Ownership Plan (ESOP), building long-term wealth tied to the firm's growth. We also provide comprehensive benefits including coverage of **90–95% of healthcare premiums**, dental, and vision.

**Hybrid Work Policy:** At least two days per week in office, balancing collaboration with flexibility.

## HOW TO APPLY

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HR&A; is committed to attracting and retaining a talented, diverse, competitive team of professionals dedicated to solving the challenges of urban life. **Women, people of color, members of the LGBTQ community, individuals with disabilities, and veterans are strongly encouraged to apply.**

**APPLY NOW: [hraadvisors.applytojob.com/apply/qEpklBtcrcq/Director-Housing-Transactions](https://hraadvisors.applytojob.com/apply/qEpklBtcrcq/Director-Housing-Transactions)**

As part of our ongoing work to build a hiring system that mitigates bias, we ask that you submit a version of your resume and cover letter with school names removed. Please list your degree (e.g., B.A. Economics) but remove all references to undergraduate and graduate institutions attended.

All qualified candidates will receive consideration for employment without regard to race, religion, ancestry, national origin, sex, sexual orientation, gender identity or expression, age, disability, marital status, medical condition, veteran status, or any other basis as protected by federal, state, or local law.

For more information, contact: [jobs@hraadvisors.com](mailto:jobs@hraadvisors.com)