

URBAN REDEVELOPMENT AUTHORITY OF PITTSBURGH

DEPARTMENT: Housing Opportunity Fund (HOF) Department

POSITION: Affordable Housing Data and Policy Analyst

POSITION SUMMARY

This position is for an Affordable Housing Data and Policy Analyst in the newly created Housing Opportunity Fund Department at the Urban Redevelopment Authority of Pittsburgh (URA). The HOF Department was created in 2018 to manage the newly established Housing Opportunity Fund (HOF) and to study and inform affordable housing policy in the City of Pittsburgh. The HOF is sourced by \$10M per year from the City of Pittsburgh. The goals of the fund are to create and/or preserve affordable rental and for-sale housing in the City of Pittsburgh. The uses and programs benefitting from HOF proceeds will include but not be limited to (1) filling development gaps for new rental housing developments, (2) administering homeowner programs, (3) preserving existing affordable housing, (4) providing homeless prevention funding and/or rental assistance, and (5) funding the creation of new for-sale housing.

The Affordable Housing Data and Policy Analyst in the HOF Department will be responsible for researching affordable housing policy and working with the HOF Director to implement best practices in affordable housing policy through the HOF and inform broader affordable housing policy. The Affordable Housing Data and Policy Analyst will also be responsible for collecting and analyzing data regarding all loans and grants made by the HOF. The position is also responsible for mapping and analyzing data from other data resources as it relates to the City of Pittsburgh. Additionally, the Housing Data and Policy Analyst will serve as the URA's primary point of contact regarding real estate tax abatement programs. Work is performed independently according to guidelines of the URA, the feedback from the HOF Advisory Board, and the supervision of the HOF Director.

ESSENTIAL FUNCTIONS

- Work closely with HOF Director to document all subsidy and incentive programs provided by the Department
- Work with other HOF staff to ensure that all closed loans and grants are accurately recorded in Salesforce and/or Portfol
- Create and run reports from Salesforce and/or Portfol
- Serve as a URA representative on City Planning's Inclusionary Housing Committee and/or similar City of Pittsburgh housing policy committees
- Convene, manage and draft meeting agendas for the URA's Affordable Housing Policy and Preservation Committee, made up of external and internal stakeholders
- Benchmark best practices in affordable housing policy across the United States
- Research housing trust funds across the United States
- Research and understand current federal, state, and local legislation regarding affordable housing
- Use Geographic Information Systems (GIS) to map statistical data from various data sources (examples of data sets are evictions, rent increases, naturally occurring affordable housing, etc.) and analyze the data to draw conclusions and inform the work of the HOF and broader housing policy within the City of Pittsburgh
- Provide additional research and quantitative analysis as needed
- Work with the URA's Chief Strategy Officer and the HOF Director to draft legislation regarding affordable housing initiatives

- Serve as the URA's point of contact for tax abatement programs, which includes answering questions from the public and coordinating feedback on the programs with other URA staff
- Maintain the newly created URA Affordable Housing Database on a quarterly basis, which includes forming relationships with staff at HUD, the Pennsylvania Housing Finance Agency (PHFA), the Housing Authority of the City of Pittsburgh (HACP), and other public and private agencies that collect data
- Attend and/or present information to the HOF Advisory Board on an as-needed basis
- Prepare PowerPoint presentations for the HOF Advisory Board and/or the URA Board on an as-needed basis
- Draft and issue Request for Proposals for specific services, projects or programs on an as-needed basis
- In conjunction with the HOF Director, the URA Finance Department, city staff, and/or financial advisors, study the pros and cons to using all or some of the HOF funds as debt service for a bond issuance (or similar debt instrument) to finance HOF projects and programs
- Prepare and analyze data for the URA Executive Director, Chief Strategy Officer, and/or other departments upon request
- Participate on committees and special projects and seek additional responsibilities
- Perform other duties as required

QUALIFICATIONS

- This position requires a Master's Degree in Public Administration, Social Sciences, Research, and/or Political Science, and/or a related field, plus at least three (3) years related experience; or a Bachelor's Degree and specialized training in either housing finance/policy and/or in policy and research, plus at least five (5) years related experience
- Ability to establish and maintain relationships with co-workers and with private and public lending institutions is required
- Excellent verbal and written skills required
- Customer service skills required
- Knowledge of Microsoft Word, Excel, and PowerPoint required
- Knowledge of Microsoft Access is desired but not required
- ArcGIS knowledge is required
- Knowledge of Management Information Systems is preferred
- Another combination of education, experience, knowledge and abilities demonstrating the qualifications necessary to perform the duties of this position would also be considered
- **City residency is a condition of employment**

Salary Range: \$55,000-\$65,000

The URA is an equal opportunity affirmative action employer. All qualified applicants will receive consideration without regard to race, religion, color, gender, age, national origin, ancestry, disability, sexual orientation, gender identity, gender expression, political, and/or union affiliation.

AN APPLICANT MUST BE A CITY OF PITTSBURGH RESIDENT, OR BECOME ONE AS A CONDITION OF EMPLOYMENT AT THE URA.

Please email resume and letter of interest to:

Columbus C. Brooks, GCDF
Human Resources Manager
Urban Redevelopment Authority of Pittsburgh

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