

RENTAL HOUSING POLICY ADVISOR
APPLICATION DEADLINE IS FRIDAY, MAY 22, 2026, AT 11:59PM

Division: Multifamily Programs
Reports to: Director of Multifamily Programs
Location: Nashville, TN
Full-time/Part-time: Full-time
Salary Grade: P
Monthly Salary Range Minimum: \$7,458
FLSA Classification: Exempt (03)

Critical features of this job are described under the headings below. They may be subject to change due to changes in our business processes or other business-related reasons.

POSITION SUMMARY: Coordinates policy development activities of the Low Income Housing Tax Credit (LIHTC), Multifamily Tax-Exempt Bond Authority (MTBA), and National Housing Trust Fund (NHTF), programs with internal and external customers and other interested parties to meet agency goals in an efficient and effective manner; responsible for conducting policy research and providing technical support to the Director, Assistant Director, and Allocations Manager, as well as assisting in implementation and administration of the systems related to the programs administered by the Division.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following. Other duties may be assigned.

- Proactively identifies, frames, and researches emerging policy issues affecting multifamily programs; develops substantive policy positions and presents recommendations to Division leadership with analysis of tradeoffs, precedent from peer agencies, and alignment with Agency goals.
- In partnership with the Research and Planning Division, engages in ongoing evaluation of the effectiveness of existing multifamily housing policies, including identification of emerging housing trends, outcomes of existing programs and policies, and potential contributing factors.
- Serves as the primary author and steward of program documents, developing and making policy recommendations on the Qualified Allocation Plan (QAP), MTBA Program Description, and NHTF Program Description at the direction of and in conjunction with the Director and Legal.
- Leads the annual update to the QAP, MTBA Program Description, and NHTF Program Descriptions, including policy changes, point scoring system, and allocation and processing documents as required by IRS Section 42, HUD and related and/or subsequent regulations.
- As may be required, reviews and analyzes applications for economic feasibility and compliance with federal, state, and organization program requirements.
- Creates and delivers presentations to internal and external stakeholders.
- Serves as a liaison among Multifamily Programs, Compliance and Asset Management, Research and Planning, Rental Assistance, other THDA divisions, and outside partners.

- Assists with coordinating and implementing training activities for the Division, including training for internal and external partners.
- Provides program information to the THDA Board of Directors and Leadership Team as needed and/or directed.
- Builds and maintains relationships and contact with government officials, developers, other for-profit and non-profit organizations, state agencies, and other interested parties in order to keep abreast of market conditions and opportunities and the impact of program provisions.
- In coordination with the Director and Assistant Director, continuously seeks to improve processes and procedures in line with program objectives.
- Coordinates the periodic revision of program documents as required by the THDA Board of Directors, Director, and federal, state, and organization program requirements.
- Represents organization at seminars, conferences and meetings.
- Represents the Division in the absence of the Director and Assistant Director.
- Performs other specialized duties and special projects as assigned.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, and/or abilities required.

Education and Experience:

- Bachelor's degree in social sciences, business, finance or related field required.
- Master's degree in Business Administration, Finance, Public Policy, Public Administration, City and Regional Planning or related field is preferred.
- Five (5) years of experience in development or lending as related to the housing industry required.
- Five years of full-time experience in program planning, strategy development, and administration.
- Considerable working knowledge of federal affordable housing production programs is preferred.
- Experience with and knowledge of the LIHTC and/or NHTF programs is preferred.

The above qualifications express the minimum standards of education and/or experience for this position. Other combinations of education and experience, if evaluated as equivalent, may be taken into consideration.

Knowledge, Skills, Abilities, and Competencies:

- Knowledge of building standards, costs, and a working knowledge of affordable housing programs is preferred.
- Ability to provide leadership; contributes to decision-making affecting organizational strategy.
- Demonstrates the ability to build and maintain positive relationships with the organization's board members, Executive Team, Leadership Team, and staff.
- Ability to build external partnerships and collaborations to better understand and address affordable rental housing needs.
- Ability to think creatively and work independently.
- Superior communication skills, both written and verbal, to effectively address all levels within the organization.
- Maintains credibility through sincerity, honesty, and discretion.
- Strong organizational skills.
- Prioritizes and plans work activities well; uses time efficiently.
- Consistently meets deadlines.
- Maintains a high level of confidentiality.
- Documents regularly, thoroughly, accurately, and completely.

- Ability to effectively manage complex projects while working under pressure to meet deadlines.
- Detail oriented, logical, and methodological approach to problem solving.
- Computer literate; proficient in Microsoft Word, Excel, Outlook, and the internet; able to effectively adapt to and use other computer systems as needed for daily activities.

Special Demands:

The special demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this job.

- Current, valid driver's license from domicile state and the ability to drive.
- Occasional in-state and out-of-state travel, including overnight travel (less than 20%).
- While performing the duties of this job, the employee is regularly required to sit; stand; use hands to finger, handle or feel; and talk and hear.
- The employee is occasionally required to walk; reach with hands and arms, and stoop, kneel, or crouch.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

BENEFITS: THDA offers an excellent benefits package: medical, dental, vision, and life insurance options; disability insurance; retirement plans; flexible benefit pre-tax accounts for medical, dependent care, transportation, and parking; annual leave and sick leave that begin accruing after the first month of employment; and 11 paid holidays per year. We also offer work-life balance opportunities through alternative work schedules, flexible schedules, and telecommuting

EQUAL OPPORTUNITY/EQUAL ACCESS/AFFIRMATIVE ACTION EMPLOYER

APPLICATION MUST BE COMPLETE AND RESUME ATTACHED FOR CONSIDERATION

PLEASE VISIT OUR WEBSITE AT WWW.THDA.ORG AND FOLLOW THE ONLINE APPLICATION INSTRUCTIONS