

**INTERNAL/EXTERNAL POSTING - VACANCY ANNOUNCEMENT
COLORADO HOUSING AND FINANCE AUTHORITY**

POSITION: **Director, Corporate Debt & Investment Management (CDIM)**

DIVISION: Finance

NATURE OF POSITION: Responsible for the day-to-day supervision and management of all activities under CDIM. The scope of activities encompasses debt issuance, debt administration, treasury operations, loan securitization, financial planning and analysis, and strategic planning. The director compiles and interprets results of all activities for decision-making requirements of the Chief Financial Officer, other members of senior management and the Board Finance Committee.

ESSENTIAL FUNCTIONS:

General Management

- Supervise and develop CDIM staff.
- Participate as a member of the senior management leadership team.
- Prepare various reports and budgets.

Bond Issuance and Administration

- Responsible for all new bond issuance and administration of existing bonds.
- Coordinate efforts and work flow involving the investment banking team, legal team, financial advisors, liquidity facility providers, swap counterparties, and rating agencies.
- Work closely with our investment banking team and financial advisors in developing plans of finance for new bond issuance.
- Ensure bond issues meet all legal and regulatory requirements.

Loan Pipeline and Hedging Oversight

- Work with production divisions in developing new loan programs and in meeting special financing needs. Set interest rates for all single family, multi-family and business finance loan programs.
- Establish approach and oversee all hedging activities including the use of forward starting interest rate swaps and forward sales of mortgage backed securities.
- Oversee the pricing, pipeline management and securitization of single family loans into Ginnie Mae securities.
- Manage the Authority's loan warehousing activity.

Cash and Investment Management

- Responsible for the establishment and oversight of all commercial banking, line-of-credit, custodial, and trustee relationships at various financial institutions.
- Manage the Authority's operating fund cash and investment portfolio.
- Manage the Authority's bond issue investment portfolio.
- Oversee all corporate liquidity needs.

KNOWLEDGE, SKILLS & ABILITIES:

Must possess:

- Effective leadership and management skills;
- Experience with municipal bond financing, investment and cash management, reporting and budgeting;
- Proven analytical skills;
- Ability to communicate, both orally and in writing, in an effective and diplomatic manner with management and Board, co-workers, investment bankers, commercial bankers, trustees and financial advisors;
- Strong knowledge of computer systems, including spreadsheets and data base programs; and,
- Ability to establish rapport with persons of diverse ethnic, racial and cultural backgrounds essential.

EQUIPMENT USED: Telephone; personal computer; calculator; photocopier and fax machine.

EXPERIENCE/ EDUCATION: Bachelor's Degree in Finance, Accounting, or Economics. Master's Degree in Finance desirable. Ten years of experience in public finance, public debt issuance, public accounting or related industry experience (i.e., savings and loan, mortgage banking, etc.) Five years of management experience.

PHYSICAL ENVIRONMENT: The incumbent in this position will perform the essential functions of the position primarily in an office environment.

SUBMIT RÉSUMÉ TO: Colorado Housing and Finance Authority (**Refer to Job #07_10**)
1981 Blake Street
Denver, CO 80202-1272
Email: resumes@chfainfo.com Fax: (303) 297-0570

APPLICATION DEADLINE: Open until filled.

With respect to its programs, services, activities, and employment practices, the Colorado Housing and Finance Authority does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, or any other protected classification under federal, state, or local law. Requests for reasonable accommodation, the provision of auxiliary aids or any complaints alleging violation of this nondiscrimination policy should be directed to Pamela McClune, Nondiscrimination Coordinator, 303.297.7366, TDD 303.297.7305, CHFA 1981 Blake Street, Denver CO 80202-1272, available weekdays 8:00 am to 5:00 pm.