ISSUED: August 14, 2026   CLOSES: September 4, 2026

Position:	**<u>EXECUTIVE DIRECTOR – HOUSING FINANCE AUTHORITY OF PALM BEACH COUNTY, FLORIDA</u>**
Salary:	$165,000 to $185,000 annually; negotiable depending on qualifications
Location:	100 Australian Avenue, Suite 410, WPB
Hours:	8:00 A.M. to 5:00 P.M., Monday – Friday
Other:	**THIS IS A CONTRACT HFA POSITION**

The Housing Finance Authority of Palm Beach County ("HFA") is a dependent district of Palm Beach County, Florida ("PBC") created under Ch. 159, Part IV, F.S., and governed by a seven-member board appointed by the County Commission. The HFA's programs primarily involve the issuance of tax-exempt private activity bonds for the purpose of funding low, moderate and middle income affordable housing in PBC, but also utilizing surplus funds for downpayment second mortgages for first-time homebuyers as well as revolving construction loans to governmental and not-for-profit entities for new home building. The current executive director is retiring after 18 years of service. There is one assistant/secretary, and the offices of the HFA are currently in a PBC-owned office building located in West Palm Beach. It is anticipated that the new executive director position will be employed pursuant to a full-time contract with the HFA. The HFA retains the services of an outside general counsel, accounting firm, auditor, and bond/disclosure counsel firms, but does not retain the services of a financial advisor.

KEY RESPONSIBILITIES

- Directs, manages, and coordinates the planning, administration, implementation, monitoring, analysis and evaluation of all of the HFA's bond and loan programs in compliance with program regulatory requirements, funding agreements, state and federal law, and the PBC HFA ordinance.
- Responsible for the preliminary analysis of applications for bond issuance, and subsequent review of third-party credit underwriting and recommendation on fundings; management of private activity bond allocations to prioritize and achieve timely adequacy of tax-exempt bond issuance
- Responsible for the financial management of the HFA's operations and investments.
- Responsible for planning, documentation and facilitation of monthly HFA board meetings.
- Prepare monthly multifamily project occupancy reports and review monthly compliance reporting for over 30 affordable rental apartment projects.
- Directs, plans and ensures the adoption and implementation of the HFA's annual operating budget.
- Maintains a monthly ledger of receipts and disbursements of the HFA general fund including tracking timely collection of fees and investment income, loan repayments, loan draws, downpayment assistance loan fundings, and payment of operating expenses.

- Oversee the preparation of the annual consolidated financial statements and audit.
- Monitor single-family mortgage loan originations and authorize disbursement of downpayment 2nd mortgages, and track and record repayments.
- Responsible for the review and analysis of construction fund loan requests, structuring of loan terms, and recommendations loan commitments and final approvals.
- Receive, analyze and authorize draws under outstanding surplus funds construction loans, tracks loan disbursements and repayments, and prepares monthly loan P&I invoices on outstanding surplus funds construction loans.
- Responsible for evaluating and recommending outside service firms and contracts and directs the work of professional services during the preparation of programs and documents including financial reporting.

QUALIFICATIONS This position requires qualified applicants to possess one of the following:

A bachelor's degree in construction, business/public administration, finance, or related field and a minimum of twenty (20) years' experience in the financing and/or development of affordable housing, or

An unrelated bachelor's degree and a minimum of twenty-five (25) years of experience in the financing and/or development of affordable housing.

PREFERRED QUALIFICATIONS

Preferred qualifications include experience:

- Prior experience with a governmental entity such as a housing finance authority, housing & community/economic development department,
- Reviewing contractual and other legal documents, regulations, policies and procedures,
- A position of responsibility with a developer of affordable housing, or a financial institution originating loans for affordable housing projects,
- Reviewing and processing real estate transactions, appraisals, development proposals, and loan/project underwriting.

APPLICATION INSTRUCTIONS

To apply, please send the following to **dbrandt@pbc.gov** by Friday, September 4, 2026 at 5:00pm EDT:

- A cover letter
- Your résumé
- Your minimum salary requirement

Applicants must clearly describe in their application materials their relevant experience/credentials with any/all job minimum qualifications and preferred qualifications indicated above.

Application materials are subject to [State of Florida Public Records, Chapter 119 laws/exemptions]. Responders should be aware that submittals are public records, and some or all of the selection process may be conducted in person at a noticed public meeting of the HFA.

ANY DOCUMENTATION SUBMITTED IS SUBJECT TO PUBLIC DISCLOSURE UNDER FLORIDA'S PUBLIC RECORDS LAWS