

Job Title: Fellow

Reports to: Director of Development Services

Departments: Shared between Development and Risk Management

Responsibilities:

Under the direction of the Director of Development Services, the fellow will support the Development and Risk Management teams to prepare affordable Housing Credit projects for investment by OCCH. The Fellow will be involved in helping provide technical assistance early in the development process and in evaluating the strength of the project before and after closing.

- Prepare presentations, summary material
- Analyze data and present findings
- Assist with affordable housing financing application process
- Review material to ensure compliance with guidelines
- Collect & Review Critical Documents
- Engage in communication with partners and follow up as necessary
- Monitor and communicate deadlines
- Research and request missing data
- Maintain knowledge of funding programs and internal policies

Knowledge, Skills & Abilities:

- Enrolled in or finished with bachelor's degree. (Degree is preferred)
- Functional/Technical skills- Has the functional and technical (e.g., accounting, finance) knowledge and data analysis skills to perform at a high level of accomplishment in a fast-paced environment.
 - Strong communication and analytical/technical skills
 - Excel, MS Teams, MS Word, and Power Point a plus.
- Communication - Conveys messages clearly and succinctly both verbally and in writing; speaks in a manner that is effective for a variety of audiences and settings
- Informing - Provides the information people need to know to do their jobs; provides information so that decision makers can make accurate decisions.
- Priority Management - Prioritizes multiple tasks/projects successfully; delivers outputs within timeframes; demonstrates an ability to focus on the details without losing site of the big picture
 - Strong organizational skills and ability to coordinate complex activities, prioritize conflicting demands and meet deadlines.
 - Must be highly motivated, be able to work independently.
 - Demonstrated ability to work productively and accurately in a fast-paced environment with multiple projects and stringent deadlines

About Us:

Ohio Capital Corporation for Housing is an independent, mission-driven nonprofit corporation based in Columbus, Ohio, that works with private and public developers to create affordable housing opportunities. Since its inception, OCCH has raised over \$5 billion in private capital and invested in over 50,000 units of affordable housing in over 800 developments. Our mission is to advance the preservation, production, and management of affordable housing through collaborative partnerships and innovative thought leadership. Our mission is at the heart of everything we do. Our core values are our building blocks and foundation. Our values of CREATING: Collaboration & Communication, Respect,

Expertise, Accountability, Trust, Innovation, Inclusion & Growth, will guide our behaviors ensuring a consistent focus on quality and progress toward our vision. Ideal candidates will be passionate about our mission and exhibit our core values with a commitment to continuous improvement and growth. OCCH is an equal opportunity employer. Equal employment opportunity is not only good practice - it is the law and applies to all areas of employment, including recruitment, selection, hiring, training, transfer, promotion and demotion, termination, compensation, and benefits. As an equal opportunity employer, OCCH prohibits unlawful discrimination based on race, religion, creed, color, national origin or ancestry, sex, age, marital status, sexual orientation, gender, gender identity, gender expression, genetic expression, disability, veteran or military status, or any other basis that would be in violation of any applicable federal, state, or local law