



HPC is seeking a **Senior Vice President, Capital Markets** to join our team at our Washington, D.C. office.

To apply, please submit a resume and cover letter to [recruiter@housingpolicycouncil.org](mailto:recruiter@housingpolicycouncil.org)

**The deadline to apply is March 29, 2024.**

### **Position Summary**

The Senior Vice President for Capital Markets is responsible for HPC's policy work covering capital markets and the secondary mortgage markets and speaks authoritatively for HPC on these topics. The incumbent works with the HPC President and Executive Vice President to develop the strategic framework for HPC's policy positions and is responsible for the implementation of this strategy. The incumbent is responsible for directly assisting and supporting HPC's Executive Vice President in managing all aspects of HPC's policy development and operates with independence and discretion in leading HPC's policy analysis and advocacy on matters pertaining to mortgage-backed securitization, capital markets, and technology and innovation in housing finance.

She or he has direct responsibility to organize, lead, facilitate, or assist policy committees and working groups that engage with HPC members on capital markets, secondary mortgage market, prudential standards, and technology issues and other housing finance policy issues undertaken by HPC. Envisioning and promoting housing finance reform options that may produce a competitive, safe and sound, and transparent secondary mortgage is a key strategic responsibility. The incumbent may organize and lead conference calls and meetings; undertake research and policy analysis; engage with staff and executives at member firms, other trade associations and advocacy groups, Congress, and at executive branch and regulatory agencies. The incumbent is responsible for drafting a range of written products, from regulatory comment letters to options papers to congressional correspondence and testimony. The incumbent is also responsible for making oral presentations to the Housing Policy Executive Council, members of Congress and their staffs, and at conferences and events.

Teamwork with other HPC staff and members is essential. The incumbent should be professional, yet approachable and eager to work with a wide range of people and on a variety of issues, projects, and tasks. She or he should be a problem-solver, organized, and capable of prioritizing tasks and giving attention to details. As a public face of HPC, the incumbent should represent HPC as a responsive, professional organization, prepared to serve its Members and its mission.

### **Position Functions and Responsibilities**

To perform this job successfully, each essential duty and responsibility must be performed satisfactorily. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Other duties may be assigned to meet business needs.

## Essential Functions and Responsibilities

### *Capital Markets Policy*

- Under the general direction of HPC's Executive Vice President, organizes and leads HPC and its Members in policy discussions and activities related to the following areas of housing finance:
  - Secondary Mortgage Market (includes Ginnie Mae, GSE, and private label securitization and whole loan sales)
    - Seller/servicer and issuer qualifications, including financial, operational, and business performance measures and requirements
    - Basic issuance functions, including investor reporting, remittance, and custodial activities
    - General secondary market rules and requirements, including registration, disclosures, periodic reporting, and investor communications
  - Housing Finance Reform
    - Legislative and regulatory proposals related to market structure and participants
    - Policies and activities related to systemic risk, including market participant roles and responsibilities, capital and liquidity standards, and risk management practices
    - Enhancements and innovations in data collection, storage, security, transmission
    - Technological innovations, changes, and trends
  - Capital Markets (includes MBS investor issues, credit risk transfer, investor disclosure rules, and securitization and loan trading platforms)
  - Prudential standards (such as capital and liquidity requirements) governing mortgage market participants.
  - Policy issues involving market index rates, derivatives, hedging rules, digital currencies, and remote notarization.
  - Market developments related to automation, electronic processing, and digital mortgages
  - Cyber security issues
- Track, evaluate, research, and develop input for legislative proposals and regulatory proposals and requirements across the range of secondary market and housing finance policy issues undertaken by HPC, particularly those enumerated just above.
- Develop materials, including but not limited to comment letters, position papers, and briefing documents that express HPC's policy positions or recommendations.
- Coordinate and communicate with a wide array of stakeholders to assist HPC in developing its policy positions and advocating for those positions. In particular, work directly with capital markets experts at HPC member firms and other financial institutions in analyzing market developments and their policy implications.
- Present to HPC members and to other groups the findings and positions of HPC.
- Manage full-time staff and interns supporting policy work, if applicable.

### *Member Support*

- Assist the HPC team with membership outreach, engaging in communications that are timely, professional, and responsive to member needs and requests.
- Be an expert on HPC's diverse membership, maintain relationships with key contacts at each member firm and be well-versed in HPC's issues, priorities, and structure.
- As a frequent interface between HPC and various representatives across the HPC member companies, serve as an ambassador and liaison focused on member needs, prompt replies, and supportive engagement.

## Secondary Functions and Responsibilities

### *Government Affairs Support*

- Assist HPC team and third-party advisory firms to perform research, compile information, and develop materials to prepare for congressional meetings, briefings, and hearings
- Review and analyze legislative proposals
- Research policy topics, and cover and report on congressional hearings.

### *Events*

- Assist HPC team in the planning and execution of HPC meetings and events.
- Assist members, guests, and vendors attending or participating at HPC meetings and events

## Requirements

Incumbent must be flexible to meet a wide array of needs that evolve over time, be service-oriented, and accept new challenges.

## Experience

- Minimum 10-15 years' experience in capital markets and related housing finance policy
- Significant experience interacting with executive management and senior leadership across federal agencies and large financial institutions.
- Substantial knowledge of key stakeholders in housing finance and capital markets regulation, including HPC members, other trade associations, regulatory agencies, and executive branch and legislative branch officials.
- Technical expertise in capital markets, mortgage securitization, and basic knowledge of recent changes in mortgage technology.
- Experienced leadership as a manager and supervisor, capable of guiding and mentoring junior staff.

## Education

- Relevant undergraduate degree or substantial work experience demonstrating equivalent knowledge
- Advanced degree preferred

## Knowledge, Skills and Abilities

- Strong interpersonal skills, capable of engaging in professional interactions with a broad range of people covering a wide range of seniority
- Subject matter expertise across a wide range of capital markets policy, housing finance policy, and operational issues
- Excellent oral and written communication skills
- Strong coordination and project management skills
- Professional motivation to take initiative, problem-solve, and act independently
- Ability to develop a deep understanding of HPC, its members, and its mission, and to represent HPC positively and professionally in all settings
- Ability to operate with limited guidance and supervision and set strategic direction for HPC's capital markets-related policy work, establishing and following-through on priorities
- Organizational capabilities, to set and manage workload to achieve near-term and longer-term priorities and deadlines

- Strong record-keeping abilities, including the ability to create and maintain logical, understandable record retention and electronic filing systems for all program areas
- Strong analytical skills
- Capacity to work well and build relationships with internal staff and external stakeholders.
- Substantial and broad knowledge or experience in capital markets, housing finance / housing policy, in any of the following areas of business: compliance, securitization, counterparty oversight, disclosure rules, technology, operations, or government affairs
- Significant familiarity with the federal financial regulators and other relevant governmental bodies, such as the SEC, Treasury, Federal Reserve, FHFA, HUD, and Treasury; government credit agencies, like FHA, VA, and USDA's RD; GSEs (Fannie Mae, Freddie Mac, and Federal Home Loan Banks), Ginnie Mae; and CFPB.

#### **Working Conditions**

- Currently, work is done in a hybrid in-office / telework arrangement.
- HPC's office is located in Washington, D.C. All staff are required to work in the D.C. office at least 2-3 days per week.
- Occasional light physical activity and occasional business travel

The salary range for this position is \$275,000-\$375,000. Experience level and other factors will determine the final salary.

HPC is an Equal Opportunity Employer