

**NEW JERSEY HEALTH CARE FACILITIES
FINANCING AUTHORITY**

JOB DESCRIPTION

PROJECT MANAGER II

DEFINITION:

Under the direction of the Director of Project Management, the Project Manager II monitors the preparation of bond and financing documents to ensure Authority policies are enumerated, structures financings tailored to meet the specific needs of client health care organizations and assists in the development of policies and programs which respond to the capital requirements of the health care industry.

EXAMPLES OF WORK:

- Advise potential borrowers of the Authority's policies and procedures with respect to the financing process;
- Structure and develop bond or note issues and loans tailored to meet the specific needs of an assigned client organization;
- Represent the Authority as a member of the financing team; i.e., review draft documents, attend document review sessions, and negotiate terms and conditions while assuring compliance with Authority policies and directives;
- Prepare written reports and give oral presentations to the Authority Board Members and Senior Staff covering the terms and conditions of financings, security for the financing, project description, financial feasibility studies, and other pertinent issues of a financing, as appropriate;
- Discuss the approach to rating agency and credit enhancer presentations with the borrower, its counsel and/or its financial advisor;
- Structure and coordinate private placements and direct placements of debt;
- Explore and understand the requirements and availability of credit enhancement, such as municipal bond insurance, FHA-insured mortgages, and letters of credit;
- Research comparables, analyze yields versus industry indices, and participate in pricing activities for bond and note issues;
- Review input pertaining to databases for the Authority's portfolio of bonds;
- Assist in the development of new financing vehicles or programs and in identifying criteria, policies and guidelines in respect thereof;
- Interact with others in the New Jersey health care industry to promote the Authority's programs; e.g., represent the Authority at industry conventions, conferences and events;
- Analyze cost differentials between direct placements, private placements and public offerings;

- Create and prepare reports estimating savings to clients resulting from use of tax exempt financings;
- Prepare required forms and reports to state offices; and
- Perform special assignments as requested.

KNOWLEDGE AND SKILLS:

- Working knowledge of financial and accounting concepts and applications;
- Working knowledge of the New Jersey health care delivery system and reimbursement issues;
- Comprehensive understanding of the financial markets; advantages and disadvantages of various types of financing alternatives;
- Understanding of forms of credit enhancement, including commercial municipal bond insurance, letters of credit, and FHA-insured mortgages;
- Awareness of federal and State legislative actions affecting municipal finance;
- Effective oral and written communication skills;
- Working knowledge of the financing programs available through the Authority; and
- Extensive knowledge of word processing, financial modeling, presentation, spreadsheet and data base software, Microsoft applications preferred.

EDUCATION/EXPERIENCE:

- A Bachelor's Degree in Finance, Accounting, Public Administration, or a related field;
- Experience in the development of revenue bond transactions and financial analysis; and
- Exposure to credit evaluation and/or construction preferable.

****This job description is a general job description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of New Jersey Health Care Facilities Financing Authority ("NJHCFFA") are expected to perform tasks as assigned by NJHCFFA supervisory/management personnel, regardless of job title or routine job duties.****