

TIFFANIE N. MCNAIR

PROFESSIONAL PROFILE

Results-oriented community development administrator and housing asset manager with 13 years' experience of affordable and tax-credit housing development, underwriting, and management. Embodying a strong work ethic and drive to succeed, this professional is motivated to develop innovative real estate projects, maintain the financial strength of the properties post-development, and effectively perform duties both assigned and implied. Experienced in Community Development Block Grant (CDBG), HOME, HOME-ARP, and Emergency Rental Assistance (ERA) compliance & reporting, Section 42 (LIHTC) housing management, compliance, and development, real estate transactions, and educated in Fair Housing rules and regulations.

SKILLS & ABILITIES

Solid written and verbal communication skills	Critical thinking
Active listening	Database management and analysis
Team-oriented and self-starting	Dynamic Leadership

EXPERIENCE

08/2020-Present	Housing Commissioner, City of Toledo, Ohio <ul style="list-style-type: none">Leads the Housing Division within the Department of Housing and Community Development.Oversees the funding of affordable housing projects utilizing HOME, CDBG, ARPA, HOME-ARP, and ERA.Drafts legislation for review and approval by the Department of Law per Toledo Municipal Code for the purpose of obtaining approval for program administration in accordance with Toledo Municipal Code, Ohio Revised Code, and Federal Regulations.Develops online applications and manages the Toledo Housing Programs portal.Directs the Toledo Lucas County Emergency Assistance Program EMAP, Rooftops.Drafts Notice of Funding Availability (NOFA), CAPER, Annual Plan, Five-Year Consolidated Plan.Comprehensive Housing Strategy and 10 Year Plan.
12/2019-08/2020	Community Development Program Manager, Lucas Housing Services Corporation <ul style="list-style-type: none">Awarded \$75,000 for the 46th year of the Community Development Block Grant (CDBG).

- Oversaw multiple housing sites and exceeds in customer service to new and existing residents.
- Administered and monitored community programs and projects, while ensuring the meeting of objectives for efficient reporting.

01/2016-01/2023

Real Estate Salesperson, Key Realty

08/2008-01/2012

- Assisted minority, first time homebuyers with listing and/or purchasing real estate in the Toledo metropolitan area.
- Provided technical support to clients during the real estate transaction process.
- Maintained license according to requirements of Ohio Department of Commerce, Division of Real Estate & Professional Licensing.

07/2017-09/2019

Asset Manager, NeighborWorks Toledo Region

- Expedited 5-month interview process for property management companies as a temporary paid consultant post-employment.
- Sustained a 90% occupancy rate over 9 Low-Income Housing Tax Credit (LIHTC) projects.
- Supervised both internal and external property management and compliance operations, including housing acquisitions.

03/2016-06/2017

Director of Housing, United North Corporation

04/2010-06/2015

- Maintained 95% occupancy rate of over 220 units in North Toledo.
- Oversaw the renovation of a historical structure totaling \$125,000 and closed out a \$9 million Low-Income Housing Tax Credit (LIHTC) senior project.
- Supervised Housing Team and advocated for resident housing needs.

EDUCATION

Graduated 12/2022

Master of Studies in Law, Toledo, Ohio, *University of Toledo*

Completed 07/2014

M.B.A. (core coursework only), Tiffin, OH, *Tiffin University*

Graduated 05/2008

Pre-Licensing Real Estate Sales, Holland, OH, *Hondros College*

Graduated 08/2007

Certificate in Paralegal Studies, Toledo, OH, *University of Toledo*

Graduated 12/2004

B.S. in Criminal Justice, Toledo, OH, *University of Toledo*

CERTIFICATIONS

- Housing Development Finance Professional Certification [™], National Development Council, LIC: #0813-024
- Fair Housing Compliance[™], NAHMA[™]
- Specialist in Housing Credit Management[®], NAHMA[™]
- Asset Management Specialist Certification, NeighborWorks [®]
- Certified Housing Asset Manager[®], NeighborWorks[®]
- Housing Credit Certified Professional, NAHB [®]
- Bloomberg-Harvard City Leadership Initiative, Innovation Track (Pending)

LEADERSHIP

- Executive Leadership Certification, Center for Non-profit Resources, 2014
- Skyway Career Prep High School (Formerly Life Skills Toledo High School), Executive Board Member & Secretary, 2017-2020
- Alternative Education Academy, Executive Board Member & Secretary, 2017-2020
- Lucas County Democratic Party, Precinct Captain (District 1, Precinct 6H), 2020
- Urban Wholistics, Executive Board Member & Treasurer, 2020
- Toledo Regional Chamber of Commerce, Institute for Leadership & Advocacy Certification, 2021
- Pathway, Inc. Executive Board Member & Programs Committee, 2020-Present
- Toledo Lucas County Homelessness Board Executive Board Member & Finance Committee, 2020-Present
- Toledo Design Collective, Executive Board Member & Projects Committee, 2020-Present