

**HOUSING AUTHORITY OF SKAGIT COUNTY
JOB DESCRIPTION**

TITLE: Housing Development Director

REPORTS TO: Executive Director

CLASSIFICATION: Full Time; Permanent; Exempt
Hours typically from 8:00 a.m. to 5:00 p.m. Monday – Friday
After hours meetings & emergencies may occur

SUPERVISION: Regularly and customarily directs the work of more than two FTEs

POSITION SUMMARY: This position reports to the Executive Director and provides professional assistance to the Executive Director, who oversees HASC operations. This position supports the Executive Director in the development and management of housing and housing programs for low-income people in Skagit County, to include research into funding opportunities, land acquisition/zoning/planning, funding applications, fundraising, project planning and management, personnel management, acquiring and maintaining knowledge of complex government programs and how to develop new housing options and maintain them in compliance long-term. The position works with senior management, particularly with the HASC Property Department, in monitoring and evaluating the activities and services of the agency and requires knowledge of HASC's federal/state programs in order to position, grow, and maintain the housing portfolio. This position requires understanding of, and commitment to the agency and the agency's goals, philosophy, mission, and vision. It requires planning, program management, accounting, administration, human resource management, public relations, project development, asset and property management, grant management, federal procurement, and community engagement, and other duties as assigned in a governmental not-for-profit affordable housing organization.

This position requires excellent organizational and communication skills, and an ability to work positively and cooperatively with the rest of the HASC team, clients, funders, government officials, landlords, community partners, and the public. It is an exempt position that requires the exercise of independent judgment in the essential duties and responsibilities stated below.

ESSENTIAL DUTIES & RESPONSIBILITIES INCLUDE:

- Developing new housing and housing programs within the agency under the supervision of the Executive Director.
- Conducting research into funding opportunities, applying for funding, and fundraising for housing and program development.
- Identifying and analyzing properties for new construction or redevelopment projects.
- Evaluating market conditions and preparing development budgets and proformas.
- Preparing RFPs and RFQs or other appropriate means of soliciting and supporting selection processes.

- Managing design process, feasibility, legal, environmental, acquisition, financing.
- Working with consultants, design team, general contractors, and sub-contractors.
- Performing visits to development and/or construction sites for meetings, to conduct inspections and/or interviews, and to provide supervision and/or be liaison between agency and contractors/vendors/consultants.
- Working with Property Department to plan projects/programs in conjunction with on-going projects and programs.
- Planning programs within the scope of agency's capacity and priorities.
- In coordination with the Finance Department and Managers, monitoring and preparing for audits and compliance reporting.
- Ensuring compliance with all applicable program/funder rules, policies, procedures, and regulatory requirements.
- Preparing, monitoring, and implementing budgets, in coordination with Finance Director and Executive Director.
- Reviewing internal reports to determine if goals are being met, and analyzing the data to develop lean, efficient strategies.
- Assisting in the analysis, development and implementation of policies and procedures for new programs.
- Preparing and submitting grant applications, tracking required program metrics, and preparing and submitting compliance reports.
- Managing the design of publications, public announcements, and press releases to internal and external clients.
- Under the direction of the Executive Director, initiating press releases or responses to press or media inquiries.
- Maintaining a positive presence within the community and speaking before community groups or elected officials, related to the agency's programs and/or upcoming projects.
- Managing website content and accuracy.
- Receiving, investigating, and disposing appropriately of sensitive public inquiries and complaints.
- Representing the agency in public, private, online, and community-based settings.
- Looking for funding opportunities to expand resources available to low-income families, including the potential to provide in-house services.
- Contract management and procurement.
- Other duties as assigned.

OTHER WORK ACTIVITIES:

Analyzing information and evaluating results to choose the best solution and solve problems.

Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

Using computers and computer systems (including hardware and software) to set up functions, enter data, or process information.

Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.

Developing specific goals and plans to prioritize, organize, and accomplish work.

Observing, receiving, and obtaining information from all relevant sources.

Monitoring and managing resources and overseeing the spending of money, per approved budgets.

Developing constructive and cooperative working relationships with others and maintaining them over time.

Entering, transcribing, recording, storing, or maintaining information in written or electronic form.

Keeping up-to-date technically and applying new knowledge to the job.

REQUIRED QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ABILITIES

- Bachelors' Degree from an accredited college or university in Public/Business Administration, Human and/or Social Services, Communications, Planning, Finance, Accounting, or related field is required; MBA or comparable master's Degree is preferred.
- Minimum of seven years' experience in development of housing from land acquisition to operations, including pre-development, grant/funding applications, pro-forma development, construction oversight, lease-up, and close-out.
- Minimum of seven years' experience in grant management or administration of public housing, rental assistance, other affordable housing program, or equivalent HUD experience at a senior level of responsibility.
- Minimum of five years of federal procurement and grants administration experience.
- Significant experience in project management, public relations, technical assistance, and/or consulting in the areas of affordable housing or related public programs.
- History of effective supervision of professional and technical staff, including supervision of program leaders, and the ability to make recommendations and suggestions on significant decisions with regard to performance evaluations, advancement or discipline of supervised employees.
- Track record of high level of responsibility with grant applications, strategies, administrative and management.

DESIRABLE QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of and experience in business and management principles involved in strategic planning, resource allocation, human resources, development, production methods, and coordination of people and resources.

Knowledge of principles and processes for providing customer services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.

Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, and personnel information systems.

Knowledge of computer and electronic equipment, and proficiency in Microsoft Office software. Ability to learn agency specific software programs.

Knowledge of Landlord Tenant Act, Affirmative Fair Housing, USDA RD and HUD programs and regulations, Low-Income Housing Tax Credit programs and regulations and other industry related regulations, or the ability to learn and be certified within one year of hire.

Knowledge of employment labor laws and practices, as well as professional business office practices and procedures

Strong verbal and written communication skills – including active listening, effective speaking, reading, and proper use of the written English language.

Strong coordination and organizational management skills, attention to detail, and ability to shift appropriately with changing priorities in a fast-paced growth environment.

Excellent judgment and decision-making skills, and the ability to logically reason through problems to determine best course of action.

The ability to see details at close range (within a few feet of the observer).

Ability to work with a high degree of accuracy and attention to detail in a fast-paced setting.

High standards for work ethics: ability to be punctual, dependable, organized and be able to follow instructions.

Ability to learn, follow and apply complex regulations and procedures.

Knowledge of local social service agencies and community resources to provide information and referral services.

Specialized knowledge of the operation and maintenance of multi-family dwellings and grounds.

Broad knowledge of management, organizational development, and administration of public and private not-for-profit organizations. Ability to apply this knowledge to the management of affordable housing programs and projects.

Establish and maintain cooperative relationships with elected and appointed officials, employees, residents, federal and state agencies, and other public, private, and community-based organizations with patience, diplomacy, tact, and courtesy.

Sensitivity to, and experience with, working with ethnically and culturally diverse individuals, communities, agencies, and organizations which comprise the constituency of HASC.

Strong analytical and problem-solving skills.

Ability to speak, read and write Spanish.

OTHER POSITION REQUIREMENTS:

Candidates selected for this position must pass a criminal history background and a driving record check as a condition of employment. Have (or be able to obtain and maintain in good standing) a Washington State Driver's License and evidence of a good driving record for pre and continued employment.

The ideal candidate will have the willingness and aptitude to be dependable for all details of all assigned tasks and responsibilities, taking the initiative to address challenges and to be persistent to completion, and be responsible for results. S/he will be dependable to fulfill the obligations of the job, while being honest and ethical. Bilingual – English/Spanish is preferred. Experience in HUD, USDA RD, LIHTC or similar housing programs preferred.

Housing Authority of Skagit County is an equal opportunity employer. No applicant will be discriminated against because of race, color, national origin, sex/gender, familial or marital status, sexual orientation, age, disability, genetic information, veteran status, or religion.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility; however, they should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload. Work can involve extensive times sitting at a desk and working with a computer, monitor, keyboard and mouse. The successful applicant must also be able to drive company vehicles. This job description does not constitute an employment agreement between the employer and the employee and is subject to change as the needs of the employer and requirements of the job change.