

# FRANKLIN-VANCE-WARREN OPPORTUNITY, INC.

Director of Housing and Community Development

**Full Time / Salaried / Exempt**

**Reports to: CEO and functions as a part of the Senior Management Group**

## **General Summary of the position:**

The Director of Housing and Community Development is a senior level management position which under administrative direction of the agency CEO/COO, oversees the Organization's assisted housing and community development initiatives, requiring knowledge of Federal Housing and Community Development programs, including Section 8, Weatherization, CSBG, USDA.

The Director must be able to assess the available resources, both in staffing and funding and develop programs to create the optimal outcomes to benefit the community at large. The Director must ensure all projects and programs are implemented in a timely manner and in compliance with HUD requirements and other applicable laws.

## **Essential Functions:**

1. Provides administrative direction to all housing and community development staff in program planning, development and execution of programs as well as to provide quality service to citizens; prepares performance evaluations; recommends and administers progressive discipline; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments; participates in hiring and selection of housing services positions within Department as needed.
2. Prepares news releases, advertisements, brochures, etc., to publicize programs.
3. Contacts managers/owners of rental property and potential clients of the program.
4. Seeks to encourage rental owners to participate in the program by providing standard housing for low-income renters.
5. Determines eligibility of clients for program benefits. Verifies income, family composition, extent of medical, utilities and other expenses to determine gross family contribution.
6. Issues certificates of participation to certified clients.
7. Inspects houses to be leased to verify that they meet HUD requirements.
8. Determines supplemental payments to be paid to clients.
9. Assists certificate holders in search for suitable housing.
10. Negotiates contracts with rental housing managers/owners.
11. Prepares required reports for submission to HUD.
12. Prepares monthly performance and any supplemental financial reports.
13. Maintains liaison with HUD officials.
14. Secure and maintain financial resources for Housing initiatives/programs
15. Attend and participate in Housing and Community Development activities that will allow Director to remain abreast of housing and community development field
16. Carries out other duties as required by the funding sources, CEO, CFO, COO

## **Knowledge, Skills and Abilities:**

Comprehensive knowledge of: Principles, practices, methods and techniques of public administration, personnel management and budget/grant/contract administration; participative management theories; principles and techniques of housing, property and construction management; applicable federal, state and local statutes, rules and regulations; state and local government operating methods and procedures; funding sources and financing methods for public housing; techniques of negotiation and public

relations; land use design principles; community and urban planning principles and practices; housing needs of low and moderate income people.

Ability to: Communicate effectively, both orally and in writing; prepare and deliver oral presentations to public and private groups; develop and implement operational and administrative policies; prepare and justify budget requests and grant proposals; interpret and apply pertinent Federal, State and local statutes, rules and regulations; organize, direct, train, and evaluate technical and administrative staff; direct staff in continuous efforts to improve quality productivity and effectiveness; incorporate team participation in decision making; respond to changes desired by citizens and staff; establish and maintain cooperative working relationships with outside agencies, elected officials, employees and the public

1. Financial Management
2. Strategic Thinking
3. Business Acumen
4. Ethical Conduct
5. Technical Capacity with computers, software and other tools
6. Performance Management
7. Strong interpersonal and communication skills
8. Contract negotiation and management

**Education, Training and Experience:**

1. Working knowledge of all applicable Housing and Community Development programs
2. Good interpersonal skills, ability to motivate and lead others, good communication skills, oral and written
3. Bachelor's Degree in Business or related field (public administration, housing development/administration, community development and planning)
4. Minimum of 5 years in senior level housing/community development position
5. Certified Housing Counselor or must receive within 1 year of employment.

**Working Environment:**

This job operates in a professional office environment and in a variety of housing environments. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**Other Requirements:**

Must have a valid state driver's license and be able to travel.

Submit a cover letter and resume, present salary history, and summary of last two positions held to:

**[lindahorn@fvwopp.com](mailto:lindahorn@fvwopp.com)**