

Full Job Description:

Director of Housing Development

Status: Full-Time/Exempt

Reporting Responsibility: This position reports to the Executive Director

Location: Accomac, Virginia



WWW.ESVAPLAN.ORG

Job Description:

The Director is responsible for coordination of all housing development operations and administration. The services offered by the department include administration of housing rehabilitation, housing construction, community improvement construction and oversight of rental projects that assist low- and moderate-income persons and the community.

Specific Responsibilities:

The Director is responsible with oversight of compliance with federal and state program requirements for the department. Specific responsibilities include but are not limited to:

- Manage the housing development department staff
- Oversee compliance with federal, state and local requirements for the housing development department annual work program.
- Demonstrate diplomacy and sensitivity in working with confidential matters.
- Write successful project and program grants.
- Manage small and large construction projects (rehabilitation of a single house to construction of new 20+ unit apartment complexes and other community development implementation projects).
- Develop project budgets with the Director of Administration;
- Maintain good and accurate project and program records;
- Develop financing packages for new housing and community infrastructure development including grant writing and loan negotiation and associated close outs.
- Guide and oversee procurement of contractors according to state and federal laws and requirements.
- Oversight of vendor agreements and consultant services needed to operate the department
- Hires, trains, develops and appraises staff effectively. Takes corrective action as necessary on a timely basis and in accordance with Commission policy.
- Coordination with the Housing Services Director on collaborative projects especially with regards to increasing access to affordable housing for housing counseling service clients
- Support and uphold Commission policies across the workplace
- Implement programs and projects assigned by the Executive Director; and
- Secondary responsibilities may involve unique and innovative emerging issue programs or projects such as COVID-19 relief projects, among others.

Required Skills and Qualifications:

Minimum qualifications: Bachelor's Degree in construction related field or comparable education and work experience in lieu of degree, 7+ years' project management experience preferred, Excellent computer skills, writing skills and analytical skills required, Able to meet tight deadlines and work evenings as needed, Staff management experience desired.

Ad Copy

The Accomack-Northampton Planning District Commission is accepting applications for a full-time Director of Housing Development. A detailed description is available www.esvaplan.org/director-of-development-job-opening/

The essential function of the position is to oversee local administration of federal and state housing service programs, ensure compliance with these programs and lead a team that ensures the consistent and stable delivery of the annual department program. The successful candidate will also be flexible, willing and able to successfully write federal grants and manage construction and rehabilitation of housing and other community improvements.

The hiring range is \$66,000 - \$76,000 plus benefits depending on qualifications.

Minimum qualifications: Good writing, good math skills and good organizational skills required. Excellent confidentiality and diplomatic traits required. Demonstrated experience in leading a team desired. Must have relevant experience.

Send cover letter and detailed resume to Housing Development Job, PO Box 417, Accomac, Virginia 23301 or to emeil@esvaplan.org. Equal Opportunity Employer

