



Director of Housing Development – Job Posting

POSITION TITLE: Director of Housing Development

FLSA STATUS: Exempt

Preferred Hiring Range: \$149,920 to \$176,377.60

Full Range: \$149,920 to \$202,834.24

Pay is based on experience, skills, and internal equity.

Benefits: Paid Vacation and Sick Time; Medical, Dental, and Vision Coverage; 401(k) with Match; FSA; Life Insurance; Long Term Disability

POSITION SUMMARY

Under general direction of the Vice President of Housing Development, the Director of Housing Development has primary responsibility for furthering Linc's mission of developing affordable housing throughout the state of California. Directs all Housing Development operations, including supervising internal project management staff and external consultants. Manages relationships and coordinates work with key external stakeholders and participants in the development process and managing all aspects of the development process from start to finish. Responsible for meeting development goals within budget and time guidelines. Assists in identifying and securing potential future projects/sites.

ESSENTIAL FUNCTIONS

- Oversee the entitlement and financing application and strategy processes across all stages of development
- Oversee and train project management staff that are direct reports
- For developments not assigned to a specific project management staff, supervise and coordinate all project stakeholders, including but not limited to architects, consultants, and general contractors
- Monitor construction and lease-up processes to ensure project compliance and quality
- Analyze the feasibility of new projects and develop financing strategies
- Manage negotiations with equity and debt partners, including public agencies
- Ensure effective project communication across Linc departments
- Make public presentations on project designs and financial plans
- Work with the Vice President of Acquisitions to identify and/or assess new business opportunities and develop acquisition strategies

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of:

- Investment terms, conditions, packages, and processes for securing financial resources for the development of affordable housing projects
- Standard methods, techniques used in project feasibility analysis, and in preparation and monitoring of construction projects and project financing
- Applicable federal, State, and local laws, codes, regulations, policies, and procedures; knowledge of recent funding programs, regulations, and requirements
- Solid understanding of financial pro formas, both creation and review
- Solid understanding of financing sources such as LIHTC (9% and 4%), MHP, AHP, CDBG and HOME
- Solid understanding of architectural, design, and construction issues in project management
- People and process management techniques

Skill Level:

- Proficient in speaking and writing English
- Proficient in the use of personal computers and Microsoft Office products
- Strong analytical and organizational skills, especially financial analysis
- Experienced directing/managing others in the development and construction process
- Experienced with “hands on” responsibility for managing financing, construction, and development process for multiple complex housing projects
- Able to work well in team environment; excellent interpersonal skills for establishing and maintaining effective working relationships with employees, vendors, other departments and city staff, city officials and the public

Ability to:

- Analyze complex data, perform sophisticated financial analysis, and make appropriate recommendations and decisions in managing all aspects of the development process
- Read, interpret, apply, and explain codes, rules, regulations, policies, and procedures
- Direct and manage the work of internal staff; oversee and monitor the work of outside vendors for compliance with the scope of work contained in contracts
- Manage relationships with key stakeholders such as financial sources, contractors, consultants, and community leaders
- Manage and develop internal staff to support Linc’s mission and values.

EDUCATION & EXPERIENCE REQUIREMENTS

A combination of education and related experience may substitute for education requirements.

- Bachelor's Degree in Economics, Architecture, Public Administration, Planning, Real Estate Development, Business, or a related field; Master's degree preferred
- Over 10 years of progressive responsibility in real estate development, affordable housing, finance, or related fields, including at least 5 years of direct development experience in a significant role

- Demonstrated experience with public and private affordable housing funding resources and subsidy programs, including Low Income Housing Tax Credit programs, tax-exempt bonds, and the resyndication process

PHYSICAL DEMANDS/WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office environment under pressure and requires the ability to quickly adjust to changing priorities and demands
- While performing the duties of this job, the employee is frequently required to sit and use a keyboard
- Travel by various modes of private and commercial transportation within the region may be required
- Occasional fieldwork is required
- Must be physically capable of lifting, bending, climbing, standing, and walking, especially pertaining to inspection of buildings where navigation of stairs, crawl spaces, attics, roofs, etc. will be required. Also, physically capable of traversing and inspecting development sites

The statements contained in this class specification reflect general details as necessary to describe the primary functions of this class, the level of knowledge and skill typically required, and the scope of responsibility, but 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 otherwise to balance the workload.