

Housing and Redevelopment Authority of Itasca County

POSITION DESCRIPTION

Position: Special Project Program Director

Status: Non-exempt

Pay Grade: 12

Reports To: Executive Director

Position Overview:

Responsibilities include a combination of program management for the Local Housing Trust Fund (LHTF), the Single-Family Development Program (SFDP) and providing assistance to the Executive Director on other special projects. The breakdown of activities is estimated to be approximately 40% LHTF, 50% SFDP, and 10% other special projects. Specific activities are listed below.

Principal Duties and Responsibilities

Local Housing Trust Fund (LHTF)

Program Management:

- Serves as the primary staff person for the LHTF, working with a newly created steering committee to implement a community engagement process and to create program guidelines, budgets, application, and marketing materials.
- Reviews, interprets, and implements policies and procedures to ensure compliance with local, state and federal regulations.
- Reports on progress made to the Steering Committee and HRA Board of Directors.
- Establishes effective working relationships with the Cities and Townships within Itasca County and Departments of the County, as well as local businesses.
- Prepares request for proposals packages related to LHTF programs. Disseminates information to the community regarding availability of housing programs. Coordinates the RFP process and analyzes proposals/applications submitted for funding, and makes recommendations to the Steering Committee and HRA Board of Commissioners
- Responsible for developing and monitoring key performance indicators and metrics to measure impact and for sharing data related to funding awards.
- Researches, develops, maintains, and revises LHTF program forms, procedures, and control systems.
- Grant writing for various funders, including MN Housing, Iron Range Resources, and philanthropic foundations.
- Monitors funded projects to ensure compliance.
- Annual compliance reporting to County Board and funders

Single Family Development Program (SFDP)

Program Management:

- Assemble and submit funding applications for Minnesota Housing, Greater MN Housing Fund, HOME/CDBG, Federal Home Loan Bank, and other eligible funding programs for financing.
- Research additional public, private and individual funding opportunities.
- Prepare public bid documents and oversee the bid process for new development.
- Oversee all aspects of new construction housing development and acquisition/rehabilitation of homes, including acquisition of homes for rehabilitation, price setting and sale of homes, and management of interim development funds to ensure availability of sufficient capital to conduct planned development work.
- Participate in the progress inspections, planning and sales of single-family developments.
- In conjunction with the listing agent, oversee all aspects of marketing homes, including the development and production of marketing materials and mailings, coordination of open houses, and other marketing events.
- Ensure that all project files meet the criteria of all funding sources.
- Ensure that all homebuyers meet funder eligibility criteria, and all closing documents are accurate.
- Complete reports and updates for funders and the HRA Board.
- Meet community partners, the broader real estate community, and agencies to explain Land Trust program.

Special Projects:

- Assist management team with other special projects to include other development work, funding applications, and one-time project work.
- Assist management team with the promotion of Itasca County HRA throughout the county.
- Represent the HRA on various associations or working groups to promote affordable housing and the needs of the HRA, in particular.
- Other duties as needed or required.

Qualifications & Skills

REQUIRED:

- Visionary and Collaborative Leadership: Minimum two years of program management experience. As an external leader, listens well, is attuned to community needs, and can build and sustain mutually beneficial partnerships. As an internal lead, fosters an inclusive environment, builds the team, and supports staff in the overall agency vision and mission.
- Communication Skills: Outstanding writing, presenting and interpersonal communication skills; able to communicate effectively with a wide variety of stakeholders including funders, government agencies, elected officials, community partners and volunteers.
- Resource Development: A track record including some combination of grant writing and grant management, and cultivating relationships with foundations, financial institutions, and government entities.

- Bachelor's Degree (BA or BS) in business, finance, or economics, urban and regional studies or other applicable program, or equivalent work experience.
- Mission-Oriented: Committed to our mission of providing affordable housing by developing, redeveloping, managing housing, and administering housing programs across Itasca County.
- Cultural Responsiveness and Experience with Underserved Communities: Experience working with underserved communities including low-income families and/or individuals. Cultural self-awareness and a demonstrated ability to work across cultural differences with empathy and sensitivity.
- Familiarity with preparing project spreadsheets and/or project proformas
- Highly detail-oriented
- Ability to assimilate a high volume of information across departments, providing leadership alongside senior staff and experts in each of those departments.
- Ability to creatively problem solve and implement decisions quickly and soundly.
- Ability to thrive in a fast-paced environment and exemplify leadership and composure under pressure, while maintaining high morale
- Ability to work with a wide range of people representing various backgrounds, levels of training and career stages.
- Flexibility and ability to work on multiple projects, offering support to the Executive Director, as well as to the Board of Directors and Management staff.
- Ability to work effectively as part of a team.
- Ability to use considerable judgment, initiative, and independence.
- Deals with confidential information and/or issues using discretion and judgment.
- Valid Minnesota Driver's License

PREFERRED:

- Minnesota Realtor's License
- Previous experience in establishing a Local Housing Trust Fund
- Previous experience in Land Trust development
- Five years working in housing development or two years working in housing development and real estate sales.

Travel outside Itasca County will be required for occasional training opportunities or meetings. Travel within Itasca County will be required for housing development projects and working with partners, communities, and the county. Occasional evening and weekend work required.