

Position Title:	Director of Research and Compliance	Reports to:	Executive Director
FLSA:	Exempt	FT/PT:	Full-Time
Date:	January 2024	Salary Range	\$75,000 - \$90,000

POSITION SUMMARY

Supports the Trust Fund’s mission to serve the Greater Des Moines region as a trusted resource and convenor on affordable housing and community development policy by leading research initiatives aligned with the PCHTF strategic plan. Responsible for researching, collecting, aggregating, analyzing, and maintaining historic and current data from a wide variety of sources related to affordable housing and community development, with an emphasis on informing effective policy and strategy development for Polk County. Communicates information to the PCHTF team and external partners and leverages data to provide strategic direction/consultation and/or collaboration in a variety of situations that advances the PCHTF mission and vision. This position also supports the Director of Housing Development for compliance and regulatory oversight of the PCHTF’s Housing Allocation Plan funded projects & the PCHTF’s ARPA federally funded projects and supports the Director of Advancement and Community Investment in efforts to gather program outcomes and helps to evaluate data from organizations receiving PCHTF grant funds.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Research

- Researches, gathers, analyzes, and interprets historical and current data related to affordable housing and community development locally, regionally, and nationally; identifies trends and policy and program implications as it relates primarily to the communities in Polk County; communicates those findings effectively to internal and external stakeholders. Key areas of focus are:
 - Demand and supply analysis of affordable housing stock at different income levels at the neighborhood, community, city, and regional levels in Polk County. (National Preservation Housing Database, US Bureau of Labor Statistics, US Census Bureau, Geographic Information System, Harvard Joint Center for Housing Studies, National Low Income Housing Coalition)
 - Develop a working understanding of differing characteristics of affordable housing programs including but not limited to HUD 202 and 811, LIHTC, Iowa’s workforce housing tax credit, the national housing trust fund, state and local HOME programs, CDBG, and the state housing trust fund program.
 - Development of specialized programs or regulatory policy serving unhoused people and families, veterans, people with disabilities, children, seniors and other populations
- Upholds the Trust Fund’s values of housing justice and equitable community development and evaluates Trust Fund practices and program development through an equity lens, advising other stakeholders on areas for refinement and improvement.
- Maintains accurate, timely, thorough knowledge of local real estate market conditions and affordable housing market and surfaces relevant actionable insights from available data and partner interactions to support the strategic success of PCHTF.
- Identifies viable data sources for collection and analysis including but not limited to books, articles, podcasts/videos, documentaries, academic publications, and research studies. May conduct own

limited research by interviewing and compiling results from experts and community leaders regarding housing issues, solutions, and planning.

- Collaborates with partners such as the National Low Income Housing Coalition, Iowa Housing Partnership, and others to amplify or surface relevant local insights from statewide or national research.
- With the executive director, assists with framing and supervising external research or consulting partnerships or projects related to affordable housing supply and demand analysis, forecasting, or program and policy development.
- Collaborates with and provides relevant, timely data and insight to the Director of Communications and Community Outreach to support PCHTF's outreach and advocacy programs highlighting the community's need for – and progress toward creating -- affordable housing solutions and strategies.
- Communicates and presents information to the PCHTF team and to different segments of the community which may include but not be limited to educators, community leaders, business professionals, and academics. May also speak at local and national conferences.
- Assists Executive Director and Director of Communications and Community Outreach in providing data and information to assist with regional planning initiatives such as affirmatively furthering fair housing.

Compliance

- Point person for Annual Housing Allocation Plan funded project compliance, including review of tenant files or other records submitted by developer/funded partners and possibly occasional onsite monitoring of funded projects.
- Point person for ARPA federally funded project compliance, including onsite monitoring and file review for funded projects, collaborating with the Director of Housing Development's management of this overall program.
- Develops understanding of affordable housing program regulatory requirements and reviews PCHTF practices for conformity with state, federal, and local regulations.
- Works with funded developers and other program partners to conduct regular affordable housing property assessments to determine whether projects are compliant with affordable housing law and/or PCHTF funded contract terms.
- Develops understanding of and supports whole staff learning and professional development regarding affordable housing compliance and to regulatory reporting guidelines and filing deadlines for county, state, and federal programs.
- Create sound internal compliance controls and monitor adherence to them on an ongoing basis.
- Draft and revise company policies focused on compliance and monitoring of funded affordable housing projects.
- Prepares various compliance reports to present to board/staff at PCHTF.

Other related duties as assigned.

Education and Experience Requirements

Bachelor's degree in data research, statistics, public administration, urban planning, community development, housing policy or other related field with a minimum of two to five years' related experience in housing, community planning, or affordable housing compliance. Master's degree and/or AICP planning credential are preferred. Must possess a valid Iowa Driver's License.

Critical Success Factors

Computer skills in Microsoft Office applications; knowledge of geographic information systems (GIS); high detail orientation; analytical; math & statistical skills; presentation and community engagement skills; outstanding communication skills; ability to simplify complex information into understandable language, stories, and examples; collaborative and team-oriented; influential. Familiarity with city planning and zoning practices or affordable housing programs is desired. Familiarity with HUD, LIHTC, HOME, or Section 8 compliance practices is desired.

Contacts

Internal: PCHTF board members, PCHTF committees, and staff

External: Community, business, and academic professionals; partner organizations including funders, nonprofits and government entities; general public

Physical Demands / Working Conditions

Some local travel is required.

Note: This job description describes the general nature and essential functions of the position without including peripheral and incidental duties. Contents of this job description are subject to change at the discretion of the employer. Employees may receive other job-related instructions and be required to perform other job-related work as requested by the manager. All requirements are subject to possible modification to provide reasonable accommodation to qualified individuals with disabilities.