

## Job Description

Position Title:	Director of Housing Development	Reports to:	Executive Director
FLSA:	Exempt	FT/PT:	Full-Time
Date:	March 2023	Salary Range	\$85,000 - \$115,000

### POSITION SUMMARY

The Director of Housing Development is responsible for managing the overall funding and reporting activities of the organization related to the production and preservation of affordable housing. The Director is the primary liaison between PCHTF and the development community. This position requires extraordinary attention to detail.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepares, circulates and collects applications for PCHTF funding for production and preservation of affordable housing.
- Reviews, analyzes and summarizes applications for PCHTF funding.
- Manages the fund allocation process from staff review to Board of Directors' approval:
  - Acts as primary staff support for the Development Committee and the Board of Directors on housing funding matters.
  - Prepares and presents all internal material and information requested to assist the Development Committee and Board of Directors in making allocation of PCHTF funds for housing development consistent with PCHTF guidelines and strategic plan.
- Drafts, reviews and monitors contracts with fund awardees for housing development:
  - Prepares award correspondence, loan documents, grantee reporting and compliance reports.
  - Generates all documentation for homeownership loans including notes, mortgages, subordinations, assumptions, and releases of mortgage.
- Ensures compliance with all terms and conditions of PCHTF awards for housing.
- Prepares, with support from other staff members, the annual State Housing Trust Fund application, budget, semi-annual reports; audits; draws; documentation and communications.
- Assists with development and implementation of the PCHTF policies, procedures and underwriting guidelines for housing development awards.
- Collaborates with the Executive Director and Development Committee by providing input to annual budget process relating to PCHTF funding for housing production and preservation.
- Compiles data annually on the organization's housing production and preservation activities.
- Provides relevant financial information and coordinates with accountants and auditors related to monthly and annual financial statements and financial analysis; annually confirms long term debt and loan activity for the PCHTF loan recipients' organization audit processes.
- Maintains and reconciles open development accounts monthly.
- Maintains, monitors, and approves variances in the community wide owner-occupied repairs database.
- Other related duties as assigned.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

Bachelor's degree with related experience in at least one of the following areas is required: housing development, real estate lending or real estate loan servicing. Familiarity with documentation of real estate loans and grants is essential. Understanding the requirements of federal and state affordable housing funding programs is a plus. Must possess a valid Driver's License.

## **CRITICAL SUCCESS FACTORS**

Outstanding oral and written communication skills; exceptional attention to detail, strong organizational skills; computer skills in Microsoft Office applications; math skills; strong interpersonal skills with ability to build professional relationships; collaborative and team oriented.

## **CONTACTS**

Internal: PCHTF Board and Committee members and staff

External: Community leaders, development professionals; partner organizations including funders, nonprofits and government entities

## **PHYSICAL DEMANDS / WORKING CONDITIONS**

Some local travel is required.

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**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.