

Housing Authority of the City of East St. Louis

Job Description

**Is seeking an experienced individual to fill
Full-Time Permanent Development Director Position**

Title: Development Director

General Statement of Duties:

This position is responsible for the development and redevelopment of existing and new affordable housing by the Housing Authority of the City of East St Louis. The work includes setting policy, planning, coordinating and other actions to facilitate the financing and implementation of development and redevelopment projects consistent with the Housing Authority's overall plans.

Reports To: Executive Director

Supervises: Department staff

Key Duties:

1. Oversees the procurement and contract administration for all development activities and capital fund expenditures.
2. Evaluates proposals/bids and assures proper procedures are followed for their approval
3. Acts as a developer for projects where the Authority self-develops or co-develops;
4. Assist HA and Developer partner obtain financing for the projects;
5. Coordinates plans with the appropriate local, state and federal agencies;
6. Assesses the goals, objectives and policies for the development and redevelopment of existing public/affordable housing and the need for additional affordable housing;
7. Monitors the design and construction of HA projects;
8. Evaluates and disseminates information about the progress of projects;
9. Prepares Request for Proposal and Bids to obtain vendors, consultants and developers for affordable housing development and redevelopment projects;
10. Develops, monitors and coordinates overall plans and implementation schedules for all approved development programs. Responsible for coordinating all phases of development including site selection, property acquisition, proposal development, construction document creation, and funding.
11. Recommends changes to the Authority's housing stock and the need for

additional affordable housing in the housing market;

12. Studies current conditions of existing housing stock and the need for additional affordable housing and the housing market;
13. Prepares and submits grant applications for funding.
14. Performs related work as required.

Performance Standards:

1. Thorough knowledge of the principles and practices of public/affordable mixed finance development, including but not limited to low-income housing tax credits, bonds, Brownfield's funding, energy efficiency credits, etc;
2. Strong knowledge of planning techniques and managing a work program;
3. Full knowledge of the Housing Authority's goals and policies for redevelopment of its properties;
4. Working knowledge of the Choice Neighborhood and Rental Assistance Demonstration Program;
5. Working knowledge of issues relating to mixed-finance public/affordable housing;
6. Working knowledge of basic financial feasibility analysis;
7. Working knowledge of project management and contract administration;
8. Strong management skills;
9. Ability to plan and supervise the work of others;
10. Ability to build and maintain a professional and working relationship amongst stakeholders and various community organizations;
11. Ability to formulate and organize neighborhood plans with various organizations and the community;
12. Ability to communicate effectively;
13. Ability to get along with others;
14. Ability to establish priorities and make decisions based on established policies;
15. Ability to evaluate development proposals to make an optimum decision.

Minimum Qualifications:

Education: Graduation from an accredited college or university with a Master's Degree in Urban or Regional Planning, Real Estate or a closely related field and three (3) years of full time paid experience (or its part-time equivalent) in mixed-finance, affordable housing or real estate development or any relevant field of discipline as mentioned; OR

Graduation from an accredited college or university with a Bachelor's Degree in Urban or Regional Planning, Real Estate or a closely related field and seven (7) years of full time paid experience (or its part-time equivalent) in mixed-finance, affordable housing or real estate development or any relevant field of discipline as mentioned; OR

Any equivalent combination of training and experience as defined above.

Special Requirements: Must possess a valid driver's license

Salary: Grade 14 (Exempt)

Submit Resume & Cover Letter to the Human Resource Department. You can also apply online at www.eslha.org

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