

NEIGHBORWORKS® HOME SOLUTIONS

JOB DESCRIPTION

POSITION DESCRIPTION – DIRECTOR OF HOUSING DEVELOPMENT

POSITION CATEGORY – NON-EXEMPT / SALARY

PURPOSE OF POSITION – The Director of Housing Development of NeighborWorks® Home Solutions will be responsible for the management of the various housing programs. This position will require continuous communications with many partners such as potential homebuyers, community leaders, contractors, builders, lenders, realtors, and permits and codes staff.

CANDIDATES COMMITMENTS TO ACHIEVE – The Director of Housing Development is responsible for managing, implementing and assessing the success and growth of the NWHS housing programs.

CHARACTERISTIC DUTIES – Listed are the various traits, skills and responsibilities the candidate would need to succeed.

- Leadership traits: Dependability, Decisiveness, Tact, Integrity, Justice, Judgement, Enthusiasm, Knowledge, Tact, Loyalty, Endurance and Self-Starter;
- Detail oriented;
- Organized;
- Managing, budgeting, and overseeing the following:
 - Infill Housing Program
 - New Construction Program
 - Subdivision Development
 - Purchase/Rehab/Resell Program;
- Have primary responsibility for development and execution of all projects, including, but not limited to: creation of development pro-formas, inspections, work write-ups, cost-estimating, cost control, project management, working with contractors to manage the scope of housing development activities, and, working directly with clients for eligibility and progression through housing program;
- Develop and implement a housing stewardship program aimed to improve community housing;
- Identify, develop and mentor development team;
- Provide information and assistance to those inquiring about housing programs;
- Attend housing workshops and conferences as required;
- Other related duties as required.

INTERESTS / EDUCATION (Minimum & Desirable Qualifications) – The Director of Housing Development shall have:

Minimum Qualifications:

- An Associate Degree related to construction or 5 years of experience in housing construction, rehabilitation, development and/or real estate development or related field.
- Self-directed, able to work with minimal supervision and be held accountable for performance.
- Excellent oral and written communication and human relations skills.

- Effective organizational skills, particularly as they relate to the development process.
- Capable of creating a safe environment which is conducive to the housing community.
- Exhibit a positive professional demeanor and attitude, contributing to a productive and growth-oriented work environment.
- Persons in this position must be proficient in English, spelling, and the operation of the general office equipment, particularly computer systems; which includes computer software such as Microsoft Office.

Desirable Qualifications:

- An understanding of the nonprofit philosophy and the housing community.
- Commitment to cultural diversity.

SUPERVISION – The Director of Housing Development will work under the supervision and direction of the Chief Executive Officer and be expected to complete assignments independently or with minimal supervision.

Director of Housing Development

Chief Executive Officer

Date

Date