

PROGRAM DIRECTOR/HOUSING DEVELOPER

Posted October 14, 2022

JOB SUMMARY

Supervisor: CEO

Learn regulations for, monitor and supervise ACHR programs/key staff as assigned by CEO. Initially, programs include Weatherization, Child and Adult Care Feeding Program in Family Day Care Homes, VITA Program, and Airport Road Garage.

As Housing Developer, must know or learn and be able to plan ahead and act on the regulations for AHFA (Alabama Housing Finance Authority), HOME (HOME Investment Partnerships Program), CHDO (Community Housing Development), HUD (Housing and Urban Development) LIHTC (Low Income Housing Tax Credit) as they relate to building, rehabilitating and maintaining housing complexes for persons living with low incomes.

Travel frequently to visit ACHR Housing Corp complexes or potential sites, homes to be or being weatherized, and to attend meetings and represent the agency as scheduled and/or requested by CEO. As learn programs, with the agreement of the CEO, gives input on or makes program decisions. Other duties as assigned and required.

HOURS

Typically 8:00 to 5:00 with an hour for lunch with flexibility in hours worked.

KEY QUALIFICATIONS

Prefer minimum of bachelor's degree in planning or related field and minimum of two years of experience in affordable housing planning, policy or development with supervisory and management experience. Experience in weatherization an asset. Knowledge of affordable housing, affordable housing policy, fair housing, Alabama and federal housing policies and funding programs and some knowledge of real estate development and valuation; ability to read topographic surveys and plans as well as building materials and methods and building maintenance. Ability to plan and provide accurate cost and time estimates for proposed projects. Experience working with Federal grants with compliance and timing requirements. Ability to collect and analyze data, financials, and housing plans and then make recommendations. Ability to coordinate projects that are complex and bring diverse constituencies together, and to work on multiple projects at once.

Must be flexible and innovative in planning and scheduling and be able to work effectively under time pressure, have and use the ability to organize tasks and time efficiently; track details meticulously, ensure all team members are working together. Must have initiative, and imagination, and know when to take risks, and when not to.

Must be able to travel throughout the area, the region and the country to attend and effectively represent the agency in a positive way at conferences, workshops, training and meetings as well as gather information.

IF INTERESTED APPLY BY 5:00 PM FRIDAY Oct. 21, 2022, email a letter of interest and qualifications (resume) to tina.evans@achr.com. EOE