*Rural Community Assistance Corporation*

**Job Description**

 ***Housing Development Manager***

**Classification:** *Grade H* **Department:** *Housing Programs*

**Status:** *Exempt* **Supervisor:** *Director, Housing Programs*

**Organization**

Founded in 1978, RCAC is a 501(c)(3) non-profit that provides training, technical and financial resources and advocacy so low-income rural communities can achieve their goals and visions. Our dedicated staff and active board work to make our vision of vibrant, healthy and enduring rural communities a reality across the West.

**Development Solutions** is RCAC’s housing development arm that supports rural nonprofit organizations in the development of affordable rental housing in the rural West. Our goal is to save and build the capacity of the rural housing network, ensuring that each state or rural region has access to nonprofit organizations with the capacity to develop appropriate rental housing in rural areas. RCAC places a special emphasis on identifying and building the capacity of a core of nonprofit organizations to develop housing on tribal lands and within the Colonias.

RCAC Development Solutions works with clients across the broad spectrum of experience in housing development, and matches our role to the needs of the client. We have the flexibility to provide services ranging from technical assistance to consulting to partnering. RCAC will not develop nor own rental housing without a local nonprofit partner.

**Position Description:**

The Housing Development Manager is responsible for building nonprofit, tribal and local government organizational capacity, which will result in affordable housing development in rural communities within RCAC’s service area. This position is accountable for proposing and achieving approved corporate goals for the department.

**Specific job goals, objectives and tasks are established for each employee as part of the annual evaluation and work plan process.** **Duties and responsibilities include but are not limited to:**

* Supervise staff ensuring that services being provided are technically correct and provide value to the client
* Ensure that field staff’s time results in housing production by monitoring progress and adjusting as necessary
* Provide direct services to clients when necessary
* Ensure the necessary financial resources are secured for RCAC and clients through direct effort and CDE staff
* Build relationships with rural nonprofits, tribes and local governments (clients)
* Perform needs assessments and develop implementation plans to assist clients in building housing
* Coordinate all necessary internal and external reporting
* Develop financial planning tools for the department and monitor and adjust as necessary
* Perform other duties as assigned

**Skills and Qualifications**

* Seven years minimum experience in developing affordable rental property, preferably in rural areas
* Knowledge of affordable housing development and financing options
* Knowledge of project management, real estate, construction and budgeting
* Knowledge of nonprofit, tribal, local agency and rural community dynamics
* Knowledge of performance management
* Proficiency with personal computers including Microsoft Office, particularly complex Excel spreadsheets
* Ability to hold a diverse team of staff, consultants and partners accountable to clearly stated goals, timelines and budgets
* Able to effectively manage teams remotely
* Ability to listen effectively and communicate verbally and in writing
* Ability to exercise sound judgement both in independent and collaborative decision making
* Ability to use initiative to identify alternatives and opportunities
* Ability to evaluate and mitigate risks
* Ability to build strong relationships with clients and potential clients
* Ability to work with minimum supervision and handle multiple priorities simultaneously

**Physical Job Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable persons with disabilities to perform the essential functions.

Work performed in an office requires ability to operate computers and various pieces of office equipment, including telephone. Use may be moderate (average 2 hours per day) to heavy (4 or more hours per day)

While performing the duties of this position, the employee is frequently required to stand and/or sit for prolonged periods of time; walk; talk; hear; use hand to finger; handle; feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.

The employee may occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

This position also requires moderate (up to 2 days per month) to heavy (up to 10 days per month) automobile and airline travel, including overnight travel.

**Preferred Education and Experience:**

A combination of experience and education is required to qualify for the position.

A typical qualifying combination would be:

Experience:

Seven years of experience in developing affordable rental property, preferably in rural areas. Experience in low income housing tax credits, and other federal and state affordable housing finance products available for rural projects. Experience in developing homeownership housing, commercial real estate or community facilities a plus.

Two years of management experience, supervising staff, managing budgets and developing strategies preferred.

Education:

Master’s degree in relevant field (additional qualifying experience may be substituted)

Demonstrated commitment to multicultural work particularly with Native American and Hispanic populations.

**Special Requirements:**

Possession of a valid drivers' license and proof of insurance that meets the minimum requirements of RCAC corporate liability policy will be required when traveling for business purposes.