***Rural Community Assistance Corporation***

**Job Description**

***Rural Development Specialist – Housing***

**Classification:** *Grade 10* **Department:** *Housing Programs*

**Status:** *Exempt* **Supervisor:** *Homeownership Options Manager*

**Organization**

Founded in 1978, RCAC is a 501(c)(3) nonprofit that provides training, technical and financial resources and advocacy so low-income rural communities can achieve their goals. For more than 40 years, our dedicated staff and active board, coupled with our key values: leadership, collaboration, commitment, quality, and integrity, have helped effect positive change in rural communities across the West.

**Housing Department**

The housing department provides technical support to local organizations working in a variety of housing programs, including the Development Solutions program which works with organizations develop and manage multifamily rental housing. The Homeownership Solutions program which supports a network of approximately 50 self-help housing agencies, and the Housing Counseling program is a HUD intermediary for 20 groups.

**Position Description:**

The Rural Development Specialist (RDS) will primarily provide training and technical assistance to Mutual Self- Help Housing grantees to help them meet deliverables under their Section 523 grants. RCAC staff works with grantees and USDA Rural Development staff to ensure efficient grant management, identifies obstacles, and recommends improvements that will ensure grantee success in providing homeownership opportunities to low- and very low-income families.

In addition, the RDS may work with other nonprofit housing organizations and other entities, such as local and Tribal governments, to assess market needs, facilitate program/project planning, identify operating and project development resources, and provide support in program and project management.

**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:**

* Work with local partners to identify organizational and programmatic strengths and weaknesses and conduct compliance reviews
* Develop detailed work plans and follow-up to ensure work is completed in a timely matter
* Deliver direct technical assistance and services to local partners, and coordinate with other RCAC staff as needed
* Maintain good communications with funding agencies and secure necessary concurrence for agency work plans
* Deliver technical training at various conferences, institutes, and workshops and via webinars
* Participate in rural development networks and associations
* Remain current on applicable government regulations and policies and comment on the impact of proposed regulations and policies
* Prepare written reports, document activities, respond to inquiries and assignments within short time frames

**Skills and Qualifications**

* Knowledge of government housing programs and regulations
* Project management and housing finance experience
* Program development and grant writing
* Ability to manage meetings and deliver training
* Proficiency with personal computers, including cloud computing and Microsoft Office
* Demonstrate a high level of customer service skills and a commitment to rural communities
* Ability to work independently and effectively prioritize multiple tasks
* Organize and prioritize work to meet contract and grant deliverables and deadlines
* Effectively listen and communicate both verbally and in writing

**Preferred Education and Experience:**

A combination of experience and education is required to qualify for the position. A typical qualifying combination would be:

Experience:

Five years of combined experience working in the following:

* Affordable housing development or financing
* HUD’s housing counseling program
* USDA RD’s mutual self-help housing program
* HOME, CDBG, or Community Compass
* TDHEs or organizations using NAHASDA funds to develop or manage affordable housing on tribal lands

Education:

Associate Degree and/or Bachelor’s degree (additional qualifying experience may be substituted for the required education). Bilingual English/Spanish is a plus.

**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 two hours per day) to heavy (four 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 manipulate; 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 three days per month) to heavy (up to 10 days per month) automobile and airline travel, including overnight travel.

**Special Requirements:**

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

Office or personal residence must be located within one hour’s drive of any major airport within RCAC’s 13 state service area.