



POSITION DESCRIPTION

DIRECTOR OF SINGLE -FAMILY HOUSING DEVELOPMENT

Our Organization:	Founded in 1971, Community Resources and Housing Development Corporation is a 501(c)(3) organization working to build strong communities of opportunity across Colorado.
Mission:	CRHDC provides pathways to home and asset-building opportunities to benefit low-to-moderate income communities throughout Colorado.
Our Core Values:	T eamwork- R espect- U plifting Attitudes- S trong Work Ethic- T alent and Org Commitment
Location:	Alamosa, Colorado
Immediate Supervisor:	Chief Officer SLV
Salary:	\$63,500 - \$68,250 annually
Direct Reports:	Three Construction Supervisors, Field Coordinator and Administrative Assistant
Benefits:	Comprehensive Benefits to include 85% employer paid health, dental and vision insurance for employee and 25% employer paid for family, dollar-for-dollar 401(k) plan matching contributions up to 4% of earnings, free life insurance, short-term and long-term disability coverage, and extensive annual time-off including 13 holidays, 12 sick days, and 10+ vacation days
Status:	Exempt, full-time

GENERAL DESCRIPTION:

The Director has end to end responsibility for the management of CRHDC's single-family housing development with a focus in the San Luis Valley, including, but not limited to, CRHDC Self-Help, Self-Help Homeownership Opportunity Program (SHOP) and Contract Built housing programs. The Director of Single-Family Housing Development shall ensure single family projects will achieve all contracted goals in a timely and efficient fashion. The position is responsible for directing and managing single family housing project staff, and for providing guidance and instruction to the project staff, contractors, and suppliers.

DUTIES AND RESPONSIBILITIES:

- Manage the day-to-day operational aspects of the SLV single-family housing development projects and project staff.
- Implement project management processes and methodologies to ensure assigned projects are delivered on time, within budget, and meet high quality standards and Leadership expectations developing and utilizing appropriate tools.

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- Develop with appropriate project staff and participant families a specific and detailed plan of action which shall include an estimated construction plan/schedule, estimated family participation schedule and realistic cost estimates.
- Promote single family housing projects and the Self-Help housing program in the community at large to ensure that potential applicants are afforded an opportunity to apply for CRHDC's Self-Help housing services. Provide oversight and direction to project staff to take the lead in outreach and marketing functions on a regular basis. Outreach and marketing to include: attending community housing and career fairs, participating in parades, radio updates, give housing development presentations to municipalities, give housing development presentations to Chamber of Commerce and major employers, etc.
- Enforce, disseminate and distribute policies and procedures to appropriate project staff and participant families, including USDA Rural Development Self-Help.
- Conduct subordinate staff members performance evaluations based upon each individual's performance goals and objectives established during the previous or initial evaluation period. Coordinate evaluation/performance activities with Director of Human Resources and/or Executive Director as needed.
- Assess and determine subordinate staff training requirements to enable optimum performance. Organize training schedules to ensure construction/productions schedules are not adversely affected through the absence of employees.
- Coordinate local CRHDC Self-Help activities with local public officials, municipalities, county agencies, and local USDA office.
- Carry out weekly staff meetings to ensure a coordinated staff team effort, improving/optimizing internal communication and creating strong internal working relationships.
- Recommend to Executive Director and Chief Officer SLV innovative cost and time saving techniques, materials, or procedures relative to single-family housing.
- Work in conjunction with Executive Director, Chief Officer SLV, or senior staff/consultant(s) assigned for locating, purchasing and developing future building sites for single family projects.
- Manage project details, data collection, reporting and communication to successfully drive project efforts.
- Track costs and performance KPI's, service levels and other metrics required to ensure project goals and objective are met.
- Responsible for the preparation and submission of all required reports on a weekly/monthly basis to immediate supervisor and funding agencies such as the USDA Rural Development, Rural Community Assistance Corporation, and Neighborhood Reinvestment Corporation, etc.
- Oversee the preparations of bid packages, bid process, review bids, and award bids.
- Negotiate and prepare contracts and letters of engagement with contractors, enforcement of contract terms, and manage ongoing relationships.
- Ensure plans and specs adhere to applicable local building and fire codes and policies.
- Oversee and manage local permitting and inspection process and negotiating with the local jurisdiction when necessary during the development process.
- Meets with the homeowner applicants and goes over house plans and lot selections. Once an eligible lot is selected, will prepare and submit option to purchase.
- Prepares Development plans/costs for each homeowner and goes over the costs with the homeowner.
- Prepares appraisal packets and orders engineer work. Submits the appraisal packets and required documentation to USDA Rural Development as needed.

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- Coordinates meeting with construction supervisors and sub-contractors to go over any changes or concerns.
- Conducts construction site visits and manages construction administration process and procedures.
- Helps as needed with subdivision planning and development.
- Other duties as assigned.

EXPERIENCE AND QUALIFICATIONS:

- Bachelor's Degree in Public Administration, Business Administration, or Community Development/Engineering preferred. Appropriate construction & development experience may be substituted on a year-to-year basis.
- Minimum of three years single family residential construction management and/or single-family residential construction supervisory experience.
- Familiarity and/or previous work experience with the USDA Rural Development Self-Help program preferred.
- Ability to develop strong working relationships with CRHDC Directors, staff, and project members.
- Demonstrated critical thinking skills.
- Ability to perform effectively in a fast-paced environment.
- Ability to analyze and interpret data.
- Demonstrated organizational skills with the ability to prioritize and manage multiple projects, handling multi-tasking of individual project requirements.
- Self-starter with the ability to organize project parameters and work with minimum direction and supervision.
- Experienced in formulation, preparation, and explanation of detailed construction program budgets and budgets for home buyers and program staff.
- Teaching spirit with patience and compassion for our volunteer home builders.
- Understanding of construction cost estimating, life cycle costing, and value engineering concepts and how they can be applied in the design construction phase.
- Knowledge of site work retention, grade and drain, and basic elements of zoning and site acceptability.
- Demonstrated ability to work with various computer software programs such as Microsoft Office, and QuickBooks or relative reporting software.
- Ability to work with individuals with various economic, social and/or ethnic backgrounds.
- Understanding of Rural Housing and Economic issues.
- Familiar with basic residential construction techniques and codes.
- Familiar with housing development and supportive housing service programs, including HUD housing counseling, in general is a plus.
- Flexibility to travel 5% of the time within Colorado and to national conferences and trainings.
- Availability for emergency on call weekend responsibility for construction supervisors at construction sites.
- Upholds passion for our mission.

To apply please submit resume and cover letter to Director of Human Resources at melanie@crhdc.org. To learn more about CRHDC, please visit our website: www.crhdc.org This position is subject to a pre-employment background check and a pre-employment drug test. CRHDC is an Equal Opportunity Employer.

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