



VACANCY ANNOUNCEMENT

Human Resources Department 150 Highland Ave Bridgeport, CT 06604

Director of Housing & Community Development (DHCD)

Date Posted: 04/01/2021

Department: Planning, Redevelopment & Modernization

Job Type: Regular/Full time

Annual Salary Range:

Internal Deadline: 04/11/2021

Reports to: Executive Director

FLSA Code: Exempt/Salaried

Minimum:

General Definition of Work

Under the direction of the Executive Director, the Director of Housing & Community Development (DHCD) oversees and coordinates all real estate activities and housing policy advocacy relating to the acquisition and development of affordable housing in Bridgeport, with a focus on expanding housing options in high opportunity areas. The ideal candidate has a minimum of 4 years of experience of Low-Income Housing Tax Credit (LIHTC) development: specifically, ground up development. Experience with an existing LIHTC development agency is a must. Knowledge of federal, state, and local housing and community development and repositioning financing models including HUD Capital Fund and DDTF, RAD, Section 18, Project-based Vouchers, CDBG, HOME and ESG as well as demonstrated achievements in affordable housing programs is essential. PCC is seeking a self-motivated professional to spearhead five key program areas:

1. Affordable Housing & Community Development Pipeline – identify and pursue new affordable housing development opportunities through new construction, rehabilitation, and acquisition of existing affordable housing/LIHTC properties, vacant land, mixed-use developments, adaptive reuse, and commercial opportunities.
2. Existing Portfolio Analysis & Preservation – work closely with the Asset Management and Modernization departments to analyze the feasibility of portfolio recapitalization, rehabilitation, conversion, and repositioning.
3. Resyndication Project Oversight– work closely with existing project management staff and consultants on current and future rehabilitations when and where applicable.
4. Public & Private Partnerships – in concert with the Executive Director, manage all external communications with housing developer partners, as well as City and funder relationships.
5. Policy Advocacy – represent PCC in policy groups and campaigns relating to affordable housing development in Bridgeport and the greater community of Fairfield County and Connecticut to include issues of local zoning, inclusionary initiatives, set aside taxation, affirmatively further fair housing, environmental impacts to affordable housing communities, etc.

This position is characterized by a high degree of professionalism, initiative, organization, interest, and dedication to producing and preserving affordable housing, and an ability to work with a diverse group of staff, community members, public and private partners, and consultants. This position requires an understanding of the vital role that inter-departmental and inter-agency collaboration plays in this work. Thus, collaboration with other departments of PCC (i.e. finance, asset management,

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modernization, housing choice voucher, etc.) and community stakeholders is highly encouraged and expected. The position also requires advanced verbal and written communication ability.

Qualification Requirements

The DHCD will be responsible for overseeing, coordinating, and implementing all activities relating to the PCC's affordable housing development including new construction, preservation, recapitalization and acquisition processes from feasibility analysis and concept creation through construction completion and transition to operations. The DHCD must have demonstrated project management experience and will be expected to be a critical member of the team to develop properties and meet organizational objectives in Housing Development, Policy Advocacy & Partnerships, and Organizational Sustainability as listed in **Essential Functions**.

Essential Functions

Housing Development

- Work collaboratively with Executive Director to produce and implement a development work plan.
- Strategically and creatively evaluate new housing development opportunities under direction of the Executive Director.
- Lead the affordable housing development process for future projects: site acquisition, assemble and oversite of development team, oversee design and entitlements, structuring and securing financing, overseeing construction, and transitioning projects to long-term asset management and operations. Review contracts, budgets, and schedules for all development projects.
- Apply for LIHTC and other hard and soft funds through state and local municipalities, private lenders and foundations.
- Work with Asset Management and Modernization to analyze existing portfolio conditions and ensure the long-term viability.
- Performs all other duties as assigned.

Policy Advocacy & Partnerships

- Participate in housing and land use advocacy and policy initiatives and collaborations.
- Participate in advocacy at local level regarding zoning, inclusion, project funding, etc.
- Participate in advocacy at state level during QAP roundtables, QCTs, funding allocations, etc.
- Participate in advocacy at congressional level during discussions regarding jurisdictional expansion, housing development, funding opportunities, etc.
- Develop relationships & partnerships within the affordable housing developer community, the housing finance community, the Department of Housing and Urban Development, investors, local leadership and non-profits and other key stakeholders.
- Performs all other duties as assigned.

Organizational Sustainability

- Track local and state fund development activities in support of PCC.
- Apply for housing grants from private and public financial institutions and foundations, as applicable.
- Participate in community-wide efforts, events, and discussions which work to further the development of new housing opportunities and preservation of existing units.
- Performs all other duties as assigned.

Education and Experience:

- Prior affordable housing development experience, including successful project management/completion of at least one project using low-income housing tax credits and tax-exempt bonds.
- Experience or familiarity with public housing, affordable housing recapitalization and rehabilitation, and partnerships with public and private partners.
- Bachelor's degree in Urban Studies or Planning, Public Policy, or related field. Master's degree preferred.
- Understanding of Connecticut economic, social, political, and real estate context.
- Excellent verbal and written communication skills with ability to interact with persons of various social, cultural, economic, and educational backgrounds.

Knowledge/Skills/Abilities:

- Proven experience in all phases of the new construction development process from concept to completion.
- Proven experience in all phases of substantial redevelopment and housing preservation projects.
- Proven successful track record of LIHTC application and award and familiarity with the state and municipal bonding processes. Dedication to community-based production and preservation of affordable housing.
- Advanced experience in non-profit affordable housing development and finance. Proven work experience in a LIHTC awarded and managing organization.
- Thorough knowledge of public and private financial and technical resources for housing development and rehabilitation, and proven ability to attract, secure, and coordinate these resources.
- Working knowledge of construction and design issues related to affordable housing development.
- Strong quantitative skills, ability to analyze development and operating budgets.
- Detail-oriented, highly organized, able to effectively manage and prioritize tasks toward a long-term project or organizational goals. Experience in developing effective relationships with community, government, and business leaders.
- Self-motivated, creative, and able to work with time-sensitive materials and meet multiple simultaneous deadlines.
- Ability to manage projects independently while also contributing to a team environment.
- Proven advanced level of verbal and written communication skills.
- Proficiency in Microsoft Word and Excel and email programs. Proficiency in project management software. YARDI experience a plus.
- High degree of initiative, responsibility, accountability, and conflict-resolution skills.
- Ability to work in a diverse, multi-ethnic environment.

Working Conditions/Physical Requirements:

Ability to lift up to 25 pounds and travel up and down stairways. Note: physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.