

DEVELOPMENT DIRECTOR

Under the supervision of the President and Administrator, the Development Director will coordinate the pre-development, land acquisition, financing, and construction of affordable housing in the Westbrook Development Corporation (WDC) Mission Area. Development may include: new construction, acquisition-rehabilitation and/or conversions. The housing may be mixed-use serving low and moderate income families and or seniors; or, totally affordable addressing the needs of the very low and low income families, seniors or the homeless within our area of operation.

ESSENTIAL FUNCTIONS:

Responsible for:

1. Reading, researching and developing the community housing programs as set forth in the rules and regulations from HUD, MH, VA, RD, DECD, Cumberland County and other developers. Responsible to research (soliciting and/or obtaining bids as well as speaking with involved parties).
2. Establishing community-wide partnerships to assist with the successful transitioning of physical properties to affordable housing options for low to moderate income clients. This process includes working with Federal, State, County and local officials, property owners, contractors, code enforcement officials and other related entities in connection with Neighborhood Revitalization Programs, as well as a variety of other program outlines, rules and regulations.
3. Selecting and working with the development team members including architects, contractors, accountants, surveyors, and attorneys.
4. Identifying regions and sites in need of and suitable for housing development and proceed with outreach to successfully secure those sites if available.
5. Assisting with the coordination and/or securing of funds to carry out these programs; to include, but not limited to grant writing, loan applications, and Request for Proposals and Notice of Funding Applications including but not limited to the following: Maine Housing Low Income Housing Tax Credit Applications; Federal Home Loan Bank Affordable Housing Program Applications; HUD 202 or 811 applications; HUD Project Based Housing Choice Voucher applications; Equity Investor applications; Bank Commercial Loan applications.
6. Goal setting and bringing an agreed upon number of the units into the agency annually. The unit number to be determined between the President in partnership with the Administrator and Development Director on an annual basis.
7. Working with multiple projects at any given time. This may include not only new development/s, but also working on efficient debt re- structuring with or without rehabilitation of existing developments, by exploring a variety of financial and ownership options in accordance with financial and/or situational opportunities.
8. Representing the agency during interactions with municipal officials, state officials, federal officials and vendors during housing development process.
9. Working and coordinating with President and Administrator to establish housing priorities.
10. Participating in community and state associations and housing groups.
11. Providing comment, testimony and related materials as may be required to public officials.

12. Reviewing market studies and apply to the agency's developments.
13. Collaborating with other housing professionals to successfully continue the addition of affordable housing units to the area.
14. Completing CHDO applications and reporting, and all forms, schedules and reports as necessary.
15. Managing WDC procurement activities.
16. Reviewing HUD-CHDO and other related regulations that may be applicable to WDC, and advising the President when consideration may be required.
17. Monitoring and collection of all Homeownership Subordinate Mortgages.
18. Processing all HUD/DEP Environmental Reviews.
19. Maintaining files and records.
20. Other duties as assigned.

REQUIREMENTS OF WORK:

Ability to:

1. Use Microsoft Office Suite and any other computer software as needed to fulfill the essential functions of the position.
2. Work independently with minimum supervision and a high attention to detail.
3. Prioritize multiple tasks.
4. Organize and follow through to completion processes and special projects as assigned.
5. Communicate effectively verbally and in writing.
6. Establish and maintain positive, professional relationships with internal and external stakeholders inclusive of residents, contractors, suppliers, neighbors, municipal staff, Maine Housing, HUD, and Westbrook Housing staff.
7. Be available for a flexible work schedule, including nights and weekends, to meet the deadlines of the development activity timelines.

JOB QUALIFICATONS:

1. Bachelor's Degree Business or Public Administration, Economics, City Planning or related field and/or 3 – 5 years' experience in one of the noted fields; or, a combination thereof.
2. At least 3 years of relevant grant writing, underwriting and project development experience, preferably with some history in affordable housing, redevelopment, economic development or urban planning.

3. Thorough knowledge of multi-family housing financing including familiarity with development and operating budgets and pro-forma.
4. Experience with HUD, USDA-RD, Maine State Housing Authority, or other housing financing agencies.
5. Responsible to travel in personal car as necessary to perform job functions, must have an active and valid Maine Driver's license.
6. Documented track record of successful completion of at least three Low Income Housing Tax Credit developments.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

REPORTS TO:

President & Administrator

DIRECT REPORTS:

None

I have read and understand this job description and have been given the opportunity to ask questions. I further understand that this job description is a guideline for expectations and I may be required to perform duties beyond the scope of this document in order to support the business needs.

Print Name - Employee

Signature

Date

Print Name - Management

Signature

Date