



EMPLOYMENT OPPORTUNITY

Job Title:	Housing Development Manager
Location Address:	8910 N. 78 th Avenue Peoria, AZ. 85345
Salary:	Up to \$64,550/year DOE
Conditions of Employment:	This is an exempt, and unclassified position
Closing Date:	Open Until Filled

The Housing Authority of Maricopa County (HAMC) is seeking highly motivated applicants for the position of Housing Development Manager. Applicants should be committed to teamwork, have a shared commitment to quality of everyday work, and demonstrate the willingness to assume ownership in completion of tasks.

Our Mission

The mission of the Housing Authority of Maricopa County is to improve the quality of life of families and strengthen communities by developing and sustaining affordable housing programs; and to become a leading housing authority by exemplifying best practices, offering innovative affordable housing programs, and expanding accessibility throughout Maricopa County.

Our Vision

We dedicate ourselves to creating and sustaining an environment where every Maricopa County family has an opportunity to obtain safe, affordable housing, which provides an environment to raise a well-rounded, strong and healthy family.

Representative summary of important and essential job functions

Summary: Working under the direction of the Executive Director, this position serves as lead in property conversion and revitalization efforts. The Housing Development Manager provides project planning and coordination to activities related to the development of affordable residential communities. These aspects include feasibility analysis, real estate acquisition, demolition and disposition, design, financing and entitlements; coordination with construction staff in the plan check and construction stage; and, coordination of start-up operations with Housing Authority staff

Essential Job Functions *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

General Responsibilities:

- Conducts planning and feasibility studies for affordable housing development and rehabilitation. Evaluates potential of sites to determine the feasibility for using the site for affordable housing, then assists with negotiation of purchase agreements. Evaluates financial feasibility and establishes a financing plan for the development.
- Applies for, secures, and reports upon predevelopment, construction, and permanent financing from conventional, public, and quasi-public agencies. Establishes and manages budgets for each funding source.
- Coordinates the hiring of the development team and other specialized consultants, and oversees the work of these consultants.
- Develops project plans including managing cross functional project teams to implement project/program plans, ensuring adherence to resources, budget, time constraints, and contract compliance provisions.
- Has total knowledge of the project schedule. Coordinates activities of consultants including planners, architects, engineers, appraisers, attorneys, and citizen committees in developing acceptable plans and programs with appropriate schedules. Tracks performance against the project schedules.

- Monitors and reports project/program status and troubleshoots those not meeting targets. Ensures executive management awareness of any project problems.
- Provides all necessary project coordination, communications, documentation, contracting documents, inspections, records management, and financial accountability of assigned projects.
- Participates in the development of Agency-wide community revitalization programs, real estate portfolios, housing strategies, and business planning.
- Promotes effective professional relationships with the HAMC staff and project partners, financial institutions, attorneys, charitable organizations, business and industry leaders and/or other professional groups.

Specific Responsibilities:

- Developing, management and implementation of community development projects, real estate portfolios, business planning, pro forma analysis and financing/budgeting.
- Hands on experience with preparing Low Income Housing Tax Credit (LIHTC) applications, mixed financing applications and transactions, financial forecasting, formulating economic strategies, developing and administering funding through a variety of federal and non-federal grants.
- Performs other related duties as assigned.

Work Environment:

- Work is performed in an office environment.

Equipment and Tools Utilized:

- Standard equipment includes personal computer.

Knowledge and Skills:

- Knowledge of HAMC organization, operations, policies and procedures.
- Knowledge of government housing programs on federal, state, and local levels.
- Knowledge of the affordable housing development process for multi-family development.
- Skill in managing project management (scope, schedule, budget, resources).
- Skill in preparing Low Income Housing Tax Credit applications, mixed financing applications and transactions.
- Skill in financial forecasting, pro forma analysis.
- Skill in working under pressure of deadlines, and in assessing and prioritizing multiple tasks, projects and demands.
- Skill in establishing and maintaining cooperative working relationships with employees, officials, project partners, and other stakeholders.
- Skill in personal computer hardware and software, including Microsoft Office Suite, particularly MS Project and Excel.
- Ability to read, analyze, and interpret financial, contract, regulatory, and construction documentation (drawings and specifications).
- Ability to communicate clearly and effectively in writing and verbally.
- Strong organization skills, time management, high attention to detail, and excellent follow-up skills.

Education, Experience, Certifications and Licenses:

- Bachelor's degree in urban planning, economic or real estate development, finance, public or business administration, construction management, or related field AND five (5) or more years of professional and project management experience inclusive of direct oversight of real estate and community development projects. Professional experience in and knowledge of real estate development, management, and implementation of community development projects, real estate portfolios, business planning, pro forma analysis and financing/budgeting is required

The Housing Authority of Maricopa County participates in the Employment Eligibility Verification Program (E-Verify) and requires a drug screen and background check for new employees.

Work Environment

- **Environmental Factors:** Work is performed primarily in an office environment with some property inspection work performed outdoors.
- **Equipment and Tools:** *Standard equipment includes personal computer and office equipment.*

Filing Process

As part of the job application process your completed [online](#) application must be completed to be considered for the position at www.maricopahousing.org. If you need assistance completing your application, please contact Human Resources, careers@maricopahousing.org.

Equal Employment Opportunity

It is the policy of the Housing Authority not to discriminate in employment or the provision of services. HAMC is an Equal Opportunity Employer. HAMC Human Resources provides reasonable accommodation in the application and/or testing process to eligible individuals requesting assistance under the Americans with Disabilities Act. Please contact the Human Resources at 602-744-4500 if you require assistance.