

POSITION DESCRIPTION

DIRECTOR OF DEVELOPMENT

DATE: 9/18/2018

REVISED DATE: *Not Applicable*

REPORTS TO: CHIEF EXECUTIVE OFFICER

POSITION SUMMARY

The Director of Development is responsible for planning and management of activities that support the rehabilitation, development, and modernization initiatives impacting the assets of the Daytona Beach Housing Authority and its affiliates or instrumentalities. The Director of Development must efficiently manage a variety of development projects using various strategic avenues including but not limited to mixed finance, low income housing tax credits, revenue bonds, private mortgage financing and other financing tools used in development projects.

MAJOR TASKS AND AREA OF RESPONSIBILITIES

- I. Ensures that all required activities supporting development or redevelopment are carried out in a manner that provides various financial, consultant, partners and liaisons adequate information and detail to result in successful outcomes for the DBHA.
- II. Interacts with municipal, state, federal and private partners in the planning and management of development projects.
- III. Assumes responsibility for the preparation and accuracy of fiscal management associated with these projects. Prepares information for the CEO and Board of Commissioners consistent with DBHA and HUD regulations.
- IV. Candidate must have extensive in-depth knowledge of federal, state and local laws, pertaining to real estate, mortgage lending, underwriting and appraisals Experience in completion of projects involving HUD guidelines related to Mixed Finance Housing, Capital Fund, Rental Assistance Demonstration (RAD), LIHTC and other federally aided and redevelopment and housing programs.
- V. Development and marketing of commercial property associated with a PHA, its Affiliates or Instrumentalities.
- VI. Ability to create positive relationships and outcomes with municipal interests, partners, and stakeholders including community members.

- VII. Experience in mortgage and credit transactions and general knowledge of construction, engineering and planning. Oversees coordination with PHA Plan.
- VIII. Ensures public comment is sought and responded to as required. Develops and maintains standard operating procedures to ensure compliance, consistency and efficiency. Ensures related forms are updated at all times.
- IX. Seeks funding channels via conventional and non- conventional sources, grants or other opportunities.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- I. Must have demonstrated success in administering a HUD Rental Assistance Demonstration transaction, LIHTC and other Mixed Finance Housing Transactions.
- II. A minimum of 5-10 years directly related to this specific line of work is required.

REQUIRED EDUCATION AND EXPERIENCE

- I. Graduation from an accredited college or university with a Degree in Social Sciences, Urban Studies, Public Administration, Communications, Education or related field.
- II. At least five years of supervising projects related to development at a Public Housing Authority (PHA). Must demonstrate excellent written and verbal communication skills.
- III. Any equivalent combination of experience, education and training.
- IV. Comprehensive technical knowledge of pertinent HUD regulations and public housing management, and comprehensive knowledge of PHA policies and procedures. Comprehensive technical knowledge of all aspects of public/private development projects.
- V. Successful grant awards or leveraging of private/government/foundation or other funding sources during the past 3-5 years is preferred.
- VI. This position requires the ability to exercise independent judgment to properly work with multiple databases and programs supporting financial tools, HUD transaction desk, construction and development software and other technical and computer skills necessary to successfully complete development projects.

SPECIAL REQUIREMENTS

- I. Must possess a valid Florida Driver's License to operate a vehicle from the DBHA pool.
- II. Must be insurable by the Authority's fleet insurance carrier.
- III. Must be bondable.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This is largely a sedentary role; however while performing the duties of this job. The employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Filing is required, which would require the ability to lift files, open filing cabinets and bend or stand as necessary.

SUPERVISORY RESPONSIBILITY

This position may be responsible for the direct and some indirect supervision of employees as designated by the Chief Executive Officer.

TRAVEL

Travel may be required.

REQUIREMENT: Please submit a current resume, salary requirements and letter of interest for this position to Gloria Bowens at bowensg@dbhafl.org or via fax at 386-523-2621 by Friday, October 12, 2018.

This job description has been approved by all levels of management
Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee:

Date

Human Resources:

Date:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. This job description is not to be interpreted as creating a contract for employment, expressed or implied, between Daytona Beach Housing Authority and any employee. DBHA is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, age, handicap or disability, national origin or familial status.