

**Position Title:** Assistant Vice President of Affordable Housing Development

**Department:** Development

**Status:** Exempt

**Salary:** \$75,000 - \$85,000/annually

**POSITION SUMMARY:**

The Worcester Housing Authority (WHA) seeks an Assistant Vice President of Affordable Housing Development (AVP) to assist in directing matters relating to housing and community development programs and initiatives for the WHA and any affiliates of the WHA. This position includes planning and development of affordable housing and the revitalization of existing public housing developments.

Reporting to the Vice President of Modernization & Development, the AVP will assist with planning and leading the work of WHA's housing and community development initiatives. The AVP must collaboratively develop and implement a strategic action plan that carefully aligns the work of the WHA and the agency's mission of "creating and sustaining decent, safe, and affordable housing."

The AVP will work closely with federal, state, and city officials, as well as developers, funders, and WHA staff members, as well as other jurisdictions and stakeholders to develop and execute a housing strategy that ensures future and equitable housing development that preserves and retains our community's diverse populations.

This position is an onsite (not remote), full-time, fully-benefitted position located in Worcester, MA. Normal business hours are Monday through Friday, 8:00 a.m. – 4:30 p.m. The position will require occasional attendance at events and meetings outside of normal business hours. The WHA offers a robust benefit package, including health, dental, vision, life, and disability insurance coverage options; generous paid time off; and a fun and rewarding company culture.

**ESSENTIAL FUNCTIONS:**

1. Works with the VP to Identify, plan, propose, and budget all aspects of opportunities for affordable housing growth for the WHA in Worcester County.
2. Assists the VP in planning, resource development, implementation and management of affordable housing development projects, as well as oversight of rehabilitation projects, and new construction to ensure that each project is accomplished within prescribed timeframes and funding parameters.
3. Develops housing policy objectives that ensure appropriate funding sources and community buy-in and focus are in place to expedite affordable housing production and preservation.
4. Directs staff and consultants in the completion of various studies, including current and long-range housing and community development initiatives.
5. Prepares presentations, materials, and makes recommendations to the VP, as well as the department Chief, the CEO, Board of Commissioners, and other stakeholders with regards to WHA housing and community development based on research, data, and feedback.
6. Collaborates with the Worcester community. Ensures the WHA is well-connected to, and a participant in, regional, state and federal housing policy initiatives by developing strong working relationships in the community.

7. Appears before city officials, public agencies, community groups, lenders and funding sources and officials from other jurisdictions and organizations regarding the community's housing and neighborhood development needs, goals and policies.
8. Works closely with the WHA Chief Financial Officer to ensure continued investment in the capital needs of the WHA's development projects, as well as with the WHA Grant Writer to expand funding development through grant opportunities.

**OTHER RESPONSIBILITIES:**

1. Performs similar job-related duties as assigned.

**DESIRED QUALIFICATIONS & SKILLS:**

1. Minimum of a bachelor's degree required, preferably with focus on community planning, housing development, construction management, real estate, business, or a related field.
2. Minimum of two years of experience in community planning, housing development, construction, or related field.
3. Familiarity with affordable housing programs, complex finance sources including HUD programs; federal, state and municipal laws and regulations governing housing and community development projects and programs, as well as best practices and techniques of housing production and construction.
4. Exceptional people skills; high level of emotional intelligence and multicultural competence; experience working effectively with diverse stakeholders in political environments.
5. Exceptional oral and written communication skills, negotiation skills, and a proven ability to collaborate and galvanize stakeholders to work together; strong public speaking skills.
6. Ability to read, write, interpret project and product specifications, contract documents, construction plans, blueprints, invoices, etc.
7. Strong organizational skills and ability to prioritize multiple tasks, follow projects through to completion, and work with minimal supervision.
8. Knowledge of federal and state financing requirements, compliance, and tax credits. Experience with the Low-Income Housing Tax Credit (LIHTC) program preferred (*not required – we will provide training*).
9. Ability to be relied upon to be available for work, which will include meetings and events outside of normal business hours.