

JOB DESCRIPTION

HOUSING DEVELOPMENT SPECIALIST

SUMMARY: The Housing Development Specialist assists in fulfilling Famicos' mission of providing affordable housing to the community. Under the direction of the Real Estate Development Director, the person in this position finds appropriate sites that could be part of Famicos' vision for Wards 1, 7, 9 and 10 and develops and implements plans to bring them to fruition.

KEY TASKS/RESPONSIBILITIES

- Prepares and oversees planning for Wards 1, 7, 9 and 10.
- Conducts property research.
- Identifies acquisition targets.
- Conducts property surveys.
- Identifies stakeholders.
- Meets with stakeholders to formulate plans.
- Researches environmental regulations.
- Determines budget.
- Researches funding sources.
- Writes grants for projects.
- Stays up-to-date on zoning codes.
- Pays attention to building codes.
- Manages project files.
- Provides reports and ancillary services to funders.

KNOWLEDGE

- Affordable Housing Programs
- Low Income Tax Credit programs
- Grant requirements
- History of urban planning
- 21st Century urban planning
- Funding sources
- Zoning codes
- Building codes
- Environmental codes

SKILLS

- Real Estate Development Financing
- Budgeting

- Strong research skills
- Data analysis
- Strong project management skills
- Excellent organizational skills
- Solid meeting management skills
- Excellent Interpersonal skills
- Strong written communication skills
- Solid teambuilding skills
- Good conflict management
- Excellent presentation skills

ATTRIBUTES

- Strong, secure personality
- Capable of performing under pressure and keeping track of multiple issues simultaneously
- Highly organized with the ability to keep information readily available for review
- Detail-oriented
- Ability to see the big picture yet hone in on facets
- Willingness to work flexible hours to accommodate organizational requirements
- Ability to work with different personalities
- Ability to assimilate into different cultures
- Ability to communicate effectively
- Customer service orientation
- Ability to manage change

WORKING CONDITIONS

- Drives in urban areas
- Enters homes that have been vacant for long periods of time (environmental allergy risk)
- Drives to external meetings in all types of weather conditions
- Small office area (can be noisy at times)
- Extended periods of sitting and/or standing
- Regular use of telephone and computer
- (Other conditions may exist on an infrequent basis)

Essential functions/physical demands of the job

- Lift and move objects up to 50 pounds
- Write
- Read
- Speak
- Reason
- Use keyboard
- Hear
- Grasp

- Stand
- Kneel
- Bend
- Crawl
- Push
- Pull
- Twist
- Walk
- Computer literate
- 20-20 vision
- Manual dexterity
- Close vision
- Distinguish colors
- 20-20 vision

Education

Minimum: Bachelor's degree in Urban Planning or similar program

License

None

Other

Valid Driver's license

Up-to-date auto insurance

Non-smoker