



Housing Authority of the City of Columbia, Missouri

Human Resources

201 Switzler Street, Columbia MO 65203

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Position: Director of Affordable Housing Development

Reports To: Chief Executive Officer

Salary: \$58,240 - \$90,000 annually

Pay Range: G

Position Summary: The Director of Affordable Housing Development oversees all stages of affordable housing renovation and development, from planning to occupancy. This director-level position involves project management, staff supervision, and collaboration with internal and external partners. The role ensures compliance with funding and regulatory requirements while managing the Capital Fund Program and procurement for renovation and redevelopment services.

Key Responsibilities:

- Manage affordable housing development projects, ensuring successful completion from planning through construction and lease-up.
- Evaluate potential development sites and conduct feasibility analyses for property acquisitions.
- Prepare financing applications and collaborate with stakeholders for project funding, including HUD and other public sources.
- Oversee tenant relocation plans, working closely with the Director of Facilities and Modernization and Director of Affordable Housing Operations.
- Monitor project schedules, budgets, and contract compliance, ensuring adherence to timelines and financial plans.
- Coordinate construction processes, meeting lender and governmental requirements, and process pay applications and loan disbursements.
- Conduct due diligence to protect the organization's investments and corporate integrity.
- Assist the CEO with public relations and community outreach, including attending meetings as needed.
- Manage financial reporting and budgeting for the Capital Fund Program and related programs.
- Ensure the proper administration of renovation and redevelopment contracts.
- Collaborate with other directors to expand homeownership opportunities for CHA participants.
- Supervise Housing Development Coordinator(s) and ensure effective implementation of development and relocation plans.
- Oversee annual updates to CHA policies and plans to ensure compliance with HUD and operational requirements.
- Perform other duties as assigned by the CEO.

Required Knowledge, Skills, and Abilities:

- Strong organizational skills and attention to detail, with the ability to manage multiple projects simultaneously.
- Effective problem-solving abilities and the capacity to evaluate operational efficiency.
- Excellent oral and written communication skills with the ability to foster effective relationships at all organizational levels.
- Proficiency in modern office practices, computer equipment, and software applications.
- In-depth knowledge of housing regulations, finance, procurement, and project underwriting, especially in affordable housing.
- Familiarity with HUD regulations, low-income housing tax credits, and project financing principles.

Education and Experience:

- **Required:** Bachelor's degree in project management, business, or a related field, or equivalent work experience in housing development.
- **Required:** Proven project management experience, particularly in affordable housing development.
- **Preferred:** Experience with Low-Income Housing Tax Credits (LIHTC) and housing program administration.
- **Preferred:** 5+ years of experience in LIHTC, HUD or other federal grant administration.

Special Requirements:

- Must be bondable and insurable.
- Must possess a valid Missouri driver's license and be able to travel for job-related activities.
- Ability to maintain a bank account for direct deposit.
- Must pass a pre-employment background check and drug screening.

CHA is an equal opportunity/affirmative action employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status or any other characteristic protected by law.

Employee

Date