



Housing Authority of the City of Columbia, Missouri

Human Resources

201 Switzler Street, Columbia MO 65203

Office: (573) 443-2556 ♦ Fax: (573) 443-0051 ♦ TTY: (800) 735-2966 ♦ www.ColumbiaHA.com

HOUSING DEVELOPMENT COORDINATOR

REPORTS TO: Director of Affordable Housing Development

SALARY RANGE: \$45,760.00 to \$70,720.00 annually, plus excellent fringe benefits

PAY RANGE: F

Position Summary: This is a mid-level management and administrative position performed under the direction of the Director of Affordable Housing Development and Compliance. The position involves both independent responsibilities and coordination with internal and external partners to support affordable housing development, redevelopment, and compliance activities.

The Housing Development Coordinator assists with project management and oversight across all stages of affordable housing renovation and development, from planning and funding applications through construction, lease-up, and occupancy. The position also supports the administration of the Capital Fund Program and related programs, including reporting, property insurance, compliance, and contract coordination.

Detailed Duties and Responsibilities Include: Assist with the project management and oversight of all stages of development for both the revitalization of CHA housing stock and affordable housing opportunities throughout the community, including working with CHA staff and contracted parties to move projects from initial conception through predevelopment, development, financing, construction, final closing, lease-up, and occupancy.

- Relocation
 - Coordinate implementation of tenant relocation plans in collaboration with the Facilities and Modernization Department.
 - Maintain relocation compliance monitoring and documentation within the Development Department, including HUD, MHDC, and funding-source requirements.
- Coordinate outreach and public relations activities as needed, including attending resident meetings and one-on-one meetings with residents.
- Assist in evaluating potential development sites and conducting feasibility analyses related to property acquisition.
- Assist in processing applications for approval through the HUD Special Application Center (as applicable).
- Assist in coordinating financing applications from conventional and public sources, including the Missouri Housing Development Commission (MHDC).
- Assist in preparing financial proformas and monitoring development and construction budgets.
- Assist in preparing, updating, and monitoring project schedules.
- Assist in coordinating bid, qualification, and procurement processes for professional service providers, general contractors, and subcontractors.
- Assist in monitoring contract compliance.

- Assist in coordinating the construction process, including:
 - Processing construction draws and loan disbursement requests
 - Supporting lender and governmental requirements
 - Reviewing and processing pay applications
- Assist in due diligence activities to safeguard CHA's investments and ensure compliance with funding and regulatory requirements.
- Coordinate with third-party partners, lenders, consultants, contractors, and agencies to obtain required documentation; this includes assertive follow-up and direct communication as necessary.
- Assist in processing check requests and invoices related to development activities.
- Assist in compliance monitoring related to:
 - HUD and MHDC requirements
 - Low-Income Housing Tax Credit (LIHTC) compliance
 - Relocation compliance
- Assist the finance department in meeting annual insurance compliance requirements related to development projects, including lender and investor requirements.
- Meet regularly with the Director to report on project status, compliance issues, and upcoming milestones.
- Assist in coordinating, processing, and maintaining reporting, budgeting, and financial documentation for the Capital Fund Program and related programs, ensuring alignment with funding agreements.
- Assist in the solicitation and establishment of administrative contracts in accordance with procurement requirements.
- Perform other related duties as assigned by the Director of Affordable Housing Development or the Chief Executive Officer

Required Knowledge, Skills, and Abilities:

- Highly organized, detail-oriented, and able to manage multiple tasks simultaneously.
- Strong problem-solving skills with the ability to improve operational efficiency and effectiveness.
- Effective oral and written communication skills, with the ability to work collaboratively across departments and with external partners.
- Proficiency with modern office practices and procedures.
- Strong working knowledge of Microsoft Excel and spreadsheet-based financial tracking.
- Ability to process and track construction draws, funding requests, invoices, and supporting documentation.
- Ability to work independently and follow up assertively with third parties when necessary.

Ability to learn and ensure adherence to:

- Applicable laws, regulations, executive orders, and agency rules.
- HUD regulations and CHA administrative policies related to finance, budgeting, procurement, and contracting.
- Administration of Low-Income Housing Tax Credits (LIHTC).
- Application of basic math and statistical concepts.

Education and Experience:

- **Required:** A bachelor's degree from an accredited college or university with major coursework in project management or a related field; and/or
- **Preferred:** Project management experience, preferably in housing development.
- **Preferred:** Experience with Low-Income Housing Tax Credits and affordable housing administration.

Special Requirements:

- Must be bondable and insurable.
- Must be able to interface effectively with all levels of management.
- Must be willing to travel for job-related activities, including occasional overnight stays.
- Must be able to obtain and/or maintain a bank account for payroll purposes.
- Must have an excellent work history and attendance record.
- Must pass a pre-employment background check and drug screen.

I have reviewed the position description and understand the requirements and duties of the position.

Employee Signature

Date