



Housing Authority of the City of Columbia, Missouri

Human Resources

201 Switzler Street, Columbia MO 65203

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Director of Affordable Housing Development and Asset Management

Reports To: Chief Executive Officer

Pay Range: G

Salary: To be determined

Position Summary

The Director of Affordable Housing Development and Asset Management coordinates CHA's development activities and supports the long-term financial, physical, and regulatory performance of its housing portfolio. Working under the CEO, the Director evaluates development opportunities and works collaboratively on planning and financing through construction, lease-up, stabilization, and asset management. The CEO leads decisions regarding when and how CHA pursues development and serves as the primary lead with investors, funders, governmental partners, and community stakeholders.

The Director coordinates across departments, collaborating with Facilities and Modernization on construction and site development; Affordable Housing Operations on property management, leasing, and file compliance; and Finance on accounting, fund tracking, and financial reporting.

Key Responsibilities

- Evaluate development opportunities and provide recommendations to the CEO regarding feasibility, financing, risk, and organizational capacity.
- Coordinate approved development projects from planning and financing through closing, construction, lease-up, and stabilization.
- Coordinate financing applications, due diligence, closings, and requirements involving LIHTC, RAD/PBV, HUD programs, bonds, grants, lenders, and investors.
- Support the CEO's engagement with investors, funders, governmental agencies, community stakeholders, and development partners.
- Coordinate development consultants, architects, attorneys, and professional partners.
- Coordinate project schedules, budgets, financing requirements, draws, and major milestones across departments and external partners.
- Facilitate effective transitions between development, construction, lease-up, stabilization, and long-term property operations and asset management.
- Monitor portfolio performance, including operations, debt obligations, reserves, capital needs, and significant financial or compliance risks.
- Monitor partnership and regulatory agreements, loan documents, investor requirements, guarantees, and other property obligations.
- Monitor property financial performance, including budgets, cash flow, debt-service coverage, management fees, and operating deficits.
- Coordinate annual OCAF and other applicable rent adjustments.

- Coordinate applicable Section 8 Administrative Plan and policy updates related to RAD/PBV, development, and asset management.
- Coordinate long-term asset strategies, including capital planning, preservation, refinancing, recapitalization, investor exits, and Year 15 planning.
- Supervise assigned staff.
- Perform other duties as assigned by the CEO.

Required Knowledge, Skills, and Abilities

- Knowledge of affordable housing development, LIHTC, HUD programs, RAD/PBV, real estate finance, and multifamily asset management.
- Understanding of development budgets, property financial statements, reserves, partnership agreements, financing documents, and regulatory requirements.
- Strong project-management, analytical, collaborative, and problem-solving skills.
- Ability to coordinate across departments and external partners while respecting established responsibilities.
- Sound judgment and ability to identify risks and develop practical recommendations.
- Strong written, verbal, and interpersonal communication skills.
- Ability to manage consultants, deadlines, and multiple priorities while maintaining clear, timely, and professional communication with team members and partners.

Education and Experience

- **Required:** Bachelor's degree in business, finance, real estate, project management, public administration, legal or a related field; equivalent relevant professional experience may be considered.
- **Preferred:** Five or more years of progressively responsible experience in affordable housing development, LIHTC, HUD programs, real estate finance, or multifamily asset management.
- **Preferred:** Experience with LIHTC partnerships, RAD/PBV, affordable housing finance, property financial performance, reserves, and long-term asset planning.

Special Requirements

- Must be bondable and insurable.
- Must possess a valid Missouri driver's license and be able to travel for work.
- Ability to maintain a bank account for direct deposit.
- Must pass a pre-employment background check and drug screening.
- Ability to attend occasional evening meetings and events.

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