NOTICE OF OPEN POSITION

Managing Director of Community Development
July, 2023

About VSHA: Since 1968, the Vermont State Housing Authority has been working to improve and expand access to affordable housing throughout the state. VSHA strategically partners and collaborates with rental property owners, nonprofit organizations, agencies, and municipalities to implement innovative programs that promote housing access and stability for our community members with income-based and other housing assistance needs.

Please note that an offer of employment is contingent on a background check.

Position: A newly formed position that reports to the Executive Director. This is an executive position that requires supervision, planning, technical and hands-on work of a senior management professional nature, relating to development, rehabilitation/preservation, construction, acquisition, and complex financial activities; and supervision of associated employees. Individual must exercise independent judgement and creativity.

ESSENTIAL FUNCTIONS OF THE POSITION:

1. Participates in the planning for acquisition, rehabilitation/preservation and development activities of multi-family, elderly, mobile home park projects and other housing models; develops and implements Authority goals and objectives relating to such development activities.

2. Identifies funding sources to support existing and planned program activities as well as lead the development, writing, and submission of grant proposals to federal, state, and private funding agencies. Develops and implements strategies to identify potential sites and funding sources for affordable housing projects.

3. Identifies potential affordable housing sites through brokers, government agencies and local politicians; respond to RFQs and RFPs for sites issues by government agencies. Leads in the analysis of potential development sites: land-use, site capacity, target population, program elements, and financial feasibility.

4. Develops and implements administrative procedures to ensure efficient operation of the Community Development Department. Prepares and maintains written materials (handbooks, administrative policies, rules and regulations, outreach/marketing materials, forms, etc.) necessary for effective and consistent operation of development activities.

5. Provides direction and oversight to all related construction activities associated with rehabilitation and new developments of multi-family, elderly and mobile home parks. Supervises and directs staff and/or professionals under contract including research, feasibility analysis, developing project proformas and budget.

6. Oversees the preparations of grants and financing packages; negotiates with lending institutions; ensures compliance with funding, lending and subsidizing agencies; and terms of management agreements. Monitors contracts and performance of project partners.
7. Oversees the selection, coordination, and management of contractors, architects, and project consultants. Procures professional and construction services associated with rehabilitation and development activities; ensures compliance with all permit and construction requirements and funding requirements.

8. Supervises and trains associated program staff; supervises other related technical/management professionals under contract.

9. Works in collaboration with the Director of PAM and CFO to prepare budgets for projects and monitors expenditures to ensure compliance; oversees and monitors procurement activities in accordance with VSHA policies.

10. Researches, analyzes, and interpret federal, state, and local government affordable housing program rules, regulations and qualified allocation plans. Ensures compliance with all permitting and rehabilitation and construction requirements; and with labor standards provisions.

11. Maintains working knowledge of affordable housing funding sources.

12. Provides support and needed direction to Property and Asset Management with environmental, public health and safety, permit compliance and general mobile home park issues; troubleshoots operational problems with on-site water and sewer systems.

13. Responsible for construction/acquisition budgets and pro formas that work for asset, in collaboration with the Director of PAM.

14. Assists in strategic planning for the Authority.

15. As directed by the Executive Director, represents the Authority at state government regarding legislation relating to housing, environmental, public health, and development policy and regulations. In addition, represents the Authority with other governmental and non-governmental entities regarding housing, environmental and development policy and regulation; and in other public forums as needed.

16. Performs other related functions and activities as required or as assigned by the Executive Director.

Education: Bachelor’s degree in field related to community development, real estate, finance, housing acquisition, rehabilitation, or development. Bachelor’s degree in architecture, engineering, or other related technical/management area preferred. Note that additional experience (as defined below) may be substituted on a six months for semester basis for the Bachelor’s degree.

Experience: Minimum six years of progressively responsible work experience in real estate development or management, including a minimum of three years work experience in property management or related housing field, and 2-3 years of supervisory responsibilities.

Experience financing models as well as design, rehabilitation, development, construction and maintenance; and ability to interpret and redesign blueprints, drawings and specifications preferred.
Skills & Abilities:

- Thorough knowledge of the goals and objectives, policies and governing laws and regulations of the Authority.

- Ability to supervise many projects simultaneously including the design and implementation of infrastructure improvements, upgrades, and major maintenance at existing properties.

- Knowledge of federal, state and local requirements, i.e. Department of Labor and Industry, Health, etc.; rules and regulations relating to mobile home parks; accessibility requirements relating to the provisions of HUD Section 504, Americans with Disabilities Act, and other related federal and state rules and regulations.

- Thorough knowledge of building codes, permitting processes, and bidding practices.

- Ability to plan, assign, supervise and evaluate the work of subordinate employees.

- Strong interpersonal skills and the ability to communicate effectively verbally and in writing on all levels; and must exercise a high degree of confidentiality, judgement, courtesy, and tact. Must establish and maintain effective working relationships with professionals, tradesmen, housing administrators, funding entities, private owners, tenant residents, other employees, and the general public.

- Must possess excellent customer service skills and exhibit grace under pressure.

- Must be able to set priorities and meet deadlines.

- Strong time management and organizational skills; ability to handle a heavy workload with multiple and diverse priorities; take initiatives and make decisions within the framework of Authority policies and state and federal rules and regulations.

- Knowledge or ability to learn and use a variety of computerized programs relative to the position.

- Must possess a valid driver’s license, dependable means of transportation, and carry liability insurance of at least $50,000.

To Apply: Please email your application materials (resume, cover letter, and application) to careers@vsha.org or mail via USPS to Vermont State Housing Authority, Human Resources, 1 Prospect St., Montpelier VT 05602. The employment application can be downloaded from our website at vsha.org.

Vermont State Housing Authority is an equal opportunity employer. VSHA does not discriminate on the basis of race, color, religion, national origin, sex, pregnancy, age, disability, sexual orientation, gender identity, genetic information, HIV-positive status, ancestry, place of birth, citizenship status, veteran/military status, crime victim status, or any other characteristic protected by federal, state, or local laws. This policy applies to all of VSHA’s terms and conditions of employment.