DIRECTOR OF DEVELOPMENT

Classification: Development

Reports To: Executive Director

FLSA Status: Exempt

Salary Grade: 10

Effective Date: November 2026

POSITION DESCRIPTION

The Director of Development (Planning and Development) provides strategic leadership, oversight, and management of the Agency's planning, development, redevelopment, and real estate activities. The position identifies and advances opportunities that support the Agency's mission, long-term strategic goals, preservation of affordable housing, development of new housing opportunities, and improvement of Agency-owned properties and communities.

The Director leads and coordinates development activities from initial concept and feasibility through planning, financing, approvals, design, construction, completion, and stabilization. The position works closely with the Executive Director, Board of Commissioners, federal, state, and local governmental agencies, developers, architects, engineers, attorneys, financial institutions, investors, consultants, community organizations, residents, and other stakeholders.

The Director is responsible for ensuring that development activities are consistent with applicable laws, regulations, funding requirements, Agency policies, approved budgets, and established development agreements.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Development Leadership

Direct and manage the Agency's planning and development functions, including new construction, rehabilitation, redevelopment, preservation, and related real estate initiatives.

Develop and implement short- and long-term development strategies consistent with the Agency's strategic plan, housing needs, community priorities, and available funding opportunities.

Identify potential development and redevelopment opportunities involving Agency-owned property, vacant land, underutilized property, existing housing developments, and other appropriate sites.

Evaluate development opportunities and make recommendations regarding feasibility, financial viability, community benefit, risk, and alignment with Agency objectives.

Lead the development process from concept through completion, including feasibility analysis, site evaluation, planning, financing, procurement, design, approvals, construction, closeout, and stabilization.

Coordinate development activities among Agency departments to ensure that projects are properly planned, funded, approved, and implemented.

Monitor development trends, housing needs, market conditions, financing programs, and governmental initiatives that may affect the Agency's development activities.

Recommend policies, procedures, programs, and strategies designed to expand and preserve affordable housing opportunities.

Real Estate and Property Development

Assist in evaluating property acquisitions, dispositions, leases, development partnerships, easements, rights-of-way, and other real estate transactions.

Coordinate due diligence activities associated with potential development sites and real estate transactions, including environmental, zoning, title, market, financial, and physical assessments.

Work with legal counsel and appropriate Agency staff regarding development agreements, purchase and sale agreements, ground leases, partnership agreements, easements, and other real estate documents.

Assist in negotiating development terms and agreements with developers, governmental entities, financial partners, consultants, and other stakeholders.

Ensure that property development and disposition activities comply with applicable federal, state, and local requirements and Agency policies.

Financing and Funding

Identify and pursue federal, state, local, private, and other funding sources to support Agency development and redevelopment activities.

Assist with grant writing and coordinate the applications for grants, loans, tax credits, bonds, public financing, and other development funding opportunities.

Work with finance staff, financial consultants, lenders, investors, developers, and other partners to structure financially viable development projects.

Review project budgets, financial projections, development costs, financing structures, sources and uses, and other financial information.

Monitor project funding requirements and ensure that development activities remain within approved budgets and comply with applicable funding requirements.

Assist in preparing financial and development information for presentation to the Executive Director and Board of Commissioners.

Project Management

Establish project schedules, milestones, deliverables, and performance expectations for development projects.

Monitor project progress, budgets, contracts, schedules, and compliance requirements.

Coordinate with architects, engineers, contractors, developers, consultants, attorneys, and other professional service providers.

Review project plans, reports, studies, cost estimates, schedules, and other development-related documents.

Research building products, construction techniques, green/energy efficient construction, and recommend building standards for the agency's properties.

Identify potential project risks, delays, cost increases, compliance issues, and other concerns and recommend appropriate corrective action.

Ensure that projects progress in accordance with approved plans, budgets, contracts, financing requirements, and Agency expectations.

Coordinate project closeout activities, including final inspections, documentation, financial reconciliation, warranty matters, and transfer to appropriate Agency departments.

LIHTC

Assist with the annual program development processes of the LIHTC Program.

Establish and maintain project files for awarded LIHTC applications through project completion/cancelation.

Serve as lead contact for communications regarding various LIHTC processes, including Program year clarifications, the Year 15 process for properties transitioning out of the LIHTC program, and prospective waiver requests for Tax Credit Applications seeking to pay LIHTC and Tax-Exempt Bond financing.

Board and Executive Leadership Support

Provide the Executive Director with timely, accurate, and comprehensive information regarding development opportunities, project status, financial matters, risks, and recommendations.

Prepare reports, presentations, memoranda, staff recommendations, and other materials for the Board of Commissioners.

Attend Board of Commissioners meetings, committee meetings, public meetings, and other meetings as assigned.

Make recommendations regarding development strategies, projects, financing opportunities, property transactions, and other matters within the Director's area of responsibility.

Respond to questions from Commissioners, executive leadership, governmental agencies, community partners, and other stakeholders regarding development activities.

Regulatory and Compliance Responsibilities

Ensure that development activities comply with applicable HUD requirements and other federal, state, and local laws, regulations, funding requirements, procurement, and Agency policies.

Monitor compliance requirements associated with development funding, environmental requirements, procurement, accessibility, fair housing, labor requirements, and other applicable regulations.

Coordinate with legal counsel and compliance personnel to address development-related legal and regulatory issues.

Maintain appropriate project records and documentation and ensure that required reports and submissions are completed accurately and timely.

Assist with audits, monitoring reviews, HUD reviews, financial reviews, and other oversight activities involving development projects.

Community and Stakeholder Relations

Establish and maintain effective working relationships with residents, community organizations, neighborhood groups, elected officials, governmental agencies, developers, financial institutions, nonprofit organizations, and other stakeholders.

Participate in community meetings and public engagement activities related to development and redevelopment projects.

Communicate complex development, financial, and regulatory information clearly to residents, Commissioners, employees, and community stakeholders.

Promote transparency, accountability, and meaningful community participation in development activities.

General Responsibilities

Maintain confidentiality of sensitive Agency, resident, employee, financial, legal, and development information.

Protect Agency assets and ensure responsible stewardship of public funds and resources.

Maintain professional knowledge of housing development, affordable housing finance, real estate, planning, construction, public housing, and applicable governmental programs.

Attend training, conferences, workshops, and professional development activities as required.

Perform other duties and responsibilities as assigned by the Executive Director.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

The successful candidate must possess knowledge of:

- Affordable housing development and preservation principles.
- Real estate development and transactions.
- Housing finance and development financing structures.
- Federal, state, and local housing programs and regulations.
- HUD programs and requirements applicable to public housing and affordable housing development.
- Grants, loans, tax credits, bonds, and other public and private financing sources.
- Planning, zoning, land use, and development approval processes.
- Construction and rehabilitation processes.
- Project management principles and practices.
- Real estate due diligence and property evaluation.
- Budget development, financial analysis, and project cost management.
- Procurement and contracting requirements applicable to public agencies.
- Fair housing, accessibility, environmental, and other applicable regulatory requirements.
- Public-sector governance and accountability principles.

Skills and Abilities

- Strong leadership, management, and organizational skills.
- Ability to manage multiple complex projects simultaneously.
- Ability to analyze financial and development information and make sound recommendations.
- Ability to interpret laws, regulations, contracts, development agreements, and funding requirements.
- Strong negotiation and problem-solving skills.
- Excellent written and verbal communication skills.
- Ability to prepare professional reports, presentations, budgets, and recommendations.
- Ability to establish and maintain effective relationships with diverse stakeholders.
- Ability to communicate effectively with elected and appointed officials, Board members, residents, developers, attorneys, consultants, and members of the public.

- Ability to exercise sound judgment and maintain confidentiality.
- Ability to identify risks and develop practical solutions.
- Ability to work independently while maintaining accountability to executive leadership and the Board of Commissioners.

MINIMUM QUALIFICATIONS

Education:

Bachelor's degree from an accredited college or university in public administration, business administration, urban planning, real estate development, finance, construction management, architecture, engineering, community development, or a related field.

A master's degree in public administration, business administration, urban planning, real estate, finance, or a related field is preferred.

Experience:

Five (5) years of progressively responsible experience in housing development, affordable housing, real estate development, community development, planning, finance, public-sector development, or a closely related field, including supervisory or project management experience.

Experience working with a public housing authority, governmental agency, affordable housing developer, nonprofit housing organization, financial institution, or similar organization is preferred.

Equivalent combinations of education, training, and experience may be considered in accordance with Agency policy.

PREFERRED QUALIFICATIONS

- Experience with HUD programs and public housing authorities.
- Experience with affordable housing development and preservation.
- Experience with Low-Income Housing Tax Credits (LIHTC).
- Experience with Housing Choice Voucher and/or public housing programs.
- Experience with mixed-finance development.
- Experience with federal, state, and local grants and financing programs.
- Experience managing architects, engineers, developers, contractors, attorneys, and consultants.
- Experience presenting complex financial and development matters to a governing board.

CERTIFICATIONS AND LICENSES

- A valid driver's license
- Acceptable Driving Record
- Must be Bondable

PHYSICAL REQUIREMENTS

The physical requirements below are necessary to perform the essential functions of the position. Reasonable accommodation may be provided for qualified individuals with disabilities.

The employee must be able to:

- Sit, stand, walk, and move throughout an office and development sites.
- Attend meetings and inspect properties and construction or rehabilitation sites.
- Occasionally walk over uneven terrain, climb stairs, and enter construction or renovation areas.
- Use a computer, telephone, mobile device, and other standard office equipment.
- Read and review documents, plans, reports, contracts, financial information, and electronic communications.
- Communicate effectively in person, by telephone, and electronically.
- Occasionally lift or carry materials weighing up to approximately 25 pounds.
- Travel locally and occasionally outside the area for meetings, conferences, training, site visits, and other Agency business.

WORK ENVIRONMENT

Work is generally performed in a professional office environment but may also require travel to Agency properties, development sites, construction sites, community meetings, governmental offices, and other locations.

The employee may occasionally be exposed to construction-related conditions, including dust, noise, uneven surfaces, weather conditions, and other conditions associated with property inspections and development activities. Use appropriate safety procedures and personal protective equipment as required.

The position may require attendance at evening meetings, Board meetings, public meetings, community meetings, or other events outside of normal business hours.

SUPERVISORY RESPONSIBILITIES

The Director of Development is responsible for supervising and managing the performance of assigned Development employees and may provide direction and oversight to consultants, contractors, developers, architects, engineers, and other professional service providers working on Agency projects.

CONFIDENTIALITY AND ETHICAL RESPONSIBILITIES

The Director shall maintain the confidentiality of Agency, resident, employee, financial, legal, procurement, and development information and shall conduct all duties in accordance with applicable laws, regulations, Agency policies, ethical standards, and conflict-of-interest requirements.

The Director is expected to exercise sound judgment and ensure that Agency resources are used responsibly, efficiently, and in furtherance of the Agency's mission.

DISCLAIMER

This job description is intended to describe the general nature and level of work performed by employees in this position. It is not an exhaustive list of all duties, responsibilities, knowledge, skills, or abilities required. The Agency may modify the duties and responsibilities as needed to meet its needs.

Nothing in this job description creates an employment contract or guarantees employment for any specific period. The position remains subject to applicable Agency policies, personnel regulations, and federal, state, and local laws.