



KNOXVILLE'S COMMUNITY DEVELOPMENT CORPORATION

901 Broadway N.E. Knoxville, TN 37917 • Human Resources: (865) 403-1321 • FAX: (865) 594-8743 • KCDC Website: www.kcdc.org

Position Available

Vice President of Housing

OPPORTUNITY

Knoxville's Community Development Corporation offers the Vice President of Housing an outstanding opportunity for personal investment and service to the citizens of Knoxville and Knox County. KCDC manages, invests and leverages approximately \$100 million annually in fulfillment of its mission to provide affordable quality housing and life-changing opportunities to its program clients. KCDC is seeking an individual with the desire to lift up others by personal investment of time, talents and vocation in the furtherance of missions like that of KCDC.

OVERVIEW

The Vice President of Housing (VPH) serves as a member of the Executive Management Team (EMT) under the leadership of the Executive Director/Chief Executive Officer (CEO). As a member of the EMT, the VPH is involved in strategic planning and initiatives which drive the Agency to achieve its mission, vision and goals.

Your direct team consists of 2 Housing Operations Directors, a Compliance Director, and a Maintenance and Construction Director. The 90-member full operations team works together to improve the quality of life of our residents, to ensure well-maintained and attractive properties, and to ensure outstanding business and professional protocols designed to achieve maximum funding in order to provide optimal housing outcomes for Knoxville area residents.

The VP of Housing has an amazing opportunity to shape KCDC's future by finding new and creative ways to fund new housing initiatives and sharing your tireless work ethic to inspire an Agency workforce of 150 employees.

TO BE EFFECTIVE IN THIS ROLE YOU WILL NEED

- Passion to serve our local community through the work at KCDC
- Ability to relate to and encourage staff to achieve agency goals
- Excellent analytical and management skills
- Excellent time management skills
- Technical knowledge necessary to perform all job responsibilities
- A tireless work ethic
- A positive attitude and ability to think outside the box

Equal Opportunity Employer



MINIMUM REQUIREMENTS

Bachelor's Degree in public administration, business administration, social work administration, or related field and a minimum of seven years of experience in the administration of housing programs, with a minimum of five years of experience in a high-level supervisory capacity. A Master's Degree is highly preferred. An equivalent combination of education and experience may be considered.

Must possess a valid driver's license and be insurable under the KCDC's automobile insurance plan at the standard rate.

BENEFITS

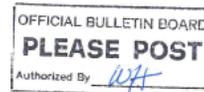
- Ensuring you rest from work with generous paid time off benefits
 - 11 paid holidays annually
 - 2 to 5 weeks paid vacation annually with a 240-hour roll-over
 - 12 paid sick days annually
- Saving you money and preparing you for retirement
 - Flexible Spending Accounts for medical and dependent care expenses
 - Pre-tax insurance premiums
 - 8.8% company contribution to your retirement account; No contribution required by you
 - Roth Account, a post-tax retirement savings plan
 - 457b Account, a pre-tax retirement savings plan
- Taking care of you and your loved ones
 - Medical, dental, vision, and life insurance options
 - Long-term and short-term disability insurance
 - Free Employee Assistance Programs
- Helping you achieve a healthy lifestyle and work/life balance
 - KCDC's comprehensive *The Healthy Track* wellness program
 - Remote workplace options
 - Flexible work hours

Compensation: Minimum start is \$120,000 depending on qualifications.

Apply online:

- External applicants: <https://jobs.kcdc.org>
- Current KCDC employees: <https://vistalive.kcdc.org>

Application deadline: Applications will be accepted until the position is filled.



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Classification Specification

Classification:	Vice President of Housing	Skill Level:	13
Reports To:	Executive Director/Chief Executive Officer	Class Code:	430
FLSA Status:	Exempt	Revision Date:	August 15, 2022

SUMMARY

The Vice President of Housing (VPH) serves as a member of the Executive Management Team (EMT) under the leadership of the Executive Director/Chief Executive Officer (CEO). As a member of the EMT, the VPH is involved in strategic planning and initiatives which drive the Agency to achieve its mission, vision and goals. The incumbent ensures the economical and efficient management of KCDC's affordable housing programs; and a comprehensive construction, maintenance, and repair program. This position oversees and monitors the work of external contractors engaged in demolition, modernization and new construction.

All activities must support Knoxville's Community Development Corporation's ("KCDC" or "Authority") mission, strategic goals, and objectives.

SUPERVISORY RESPONSIBILITIES

The Vice President of Housing directly supervises two Housing Operations Directors, a Compliance Director, and a Maintenance and Construction Director. Indirect supervision is exercised over approximately 90 departmental staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed.

- Directs the work of staff including: assigning, planning, and reviewing work, evaluating work performance and completing performance evaluations, coordinating activities, maintaining standards, allocating personnel, selecting new employees, training staff, acting on employee problems, and recommending and implementing discipline.
- Plans, organizes, and directs, through administrative and professional subordinates, KCDC affordable housing programs including Project Based Rental Assistance (PBRA), Low Income Housing Tax Credit (LIHTC), and workforce housing programs.
- Monitors and oversees demolition, major modernization, and new construction work completed by outside contractors.
- Develops and implements policies, procedures, and reporting methods to ensure compliance with the statutory requirements of the federal 1937 Housing Act as amended; HUD regulations, rules and guidelines; state statutes applicable to housing authorities; and local codes and ordinances.
- Develops and implements departmental operating policies and procedures; monitors and evaluates the effectiveness of departmental programs and activities; makes changes in operations to improve performance and effectiveness.
- Attends staff meetings with the Executive Director/CEO and executive leadership team to discuss the status of programs and activities.
- Meets with governmental officials, community members, civic groups, media, and clients regarding housing programs, issues, and concerns.

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- Supervises and participates in the preparation of regular and special reports.
- Participates in planning and developing KCDC's overall strategic objectives.
- Convenes resident and community stakeholder groups as part of collaborative community engagement processes.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the laws, regulations, rules, guidelines, policies, and procedures applicable to the administration of affordable housing programs such as PBRA, LIHTC, PBV, and workforce housing programs.
- Experience with management and/or development of mixed income properties.
- Knowledge of the KCDC organizational structure, programs, and objectives.
- Knowledge of program evaluation methods and procedures.
- Knowledge of principles, methods, and practices applicable to the customer services aspects of PBRA, LIHTC, and workforce housing program.
- Knowledge of management principles, methods, and practices and their application to housing department programs and activities.
- Knowledge of the methods, techniques and practices of building construction, maintenance, and repair.
- Knowledge of the principles and practices of supervision.
- Ability to plan, organize, implement, and direct programs and activities of the housing department, and to supervise and evaluate the work of subordinate personnel.
- Ability to understand, interpret, and implement laws, rules, regulations, guidelines, policies, and procedures relating to housing department programs and activities.
- Ability to prepare detailed and complex reports, grant and fund applications, and departmental budgets.
- Ability to establish and maintain effective working relationships with internal customers, external customers, governmental officials, contractors, residents, and the general public.
- Ability to oversee the hiring of new employees, evaluate performance of subordinates accurately and timely, correct deficiencies, and guide and assign personnel.
- Ability to establish, monitor, and achieve objectives through skillful delegation of duties.
- Ability to orient other employees and to explain organizational policies, rules, regulations, and procedures.

BEHAVIORAL COMPETENCIES

This position requires the incumbent to exhibit the following behavioral skills:

Problem Solving and Analysis: Systematically identifies, analyzes and resolves existing and anticipated problems in order to reach optimum solutions in a timely manner.

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Program and Project Management: Plans, manages, and evaluates specific activities in order to deliver the desired outputs.

Strategic Capability and Leadership: Provides mission, sets direction, and inspires others to deliver on the organizational mandate. Manages performance by providing regular feedback and reinforcement. Decisions are based on ethical and social responsible principles.

Effective Communication: Employee is prepared, clear, concise, and organized in all facets of communication in order to fully establish understanding. Actively listens and understands the audience to adapt message appropriately. Communicates information with appropriate personnel in a timely manner.

Customer Service: Provides timely, courteous, and quality service to all internal or external customers by anticipating individual needs, following through on commitments and ensuring that our customers have been heard.

Initiative: Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

Job Knowledge: Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of the Authority. Uses appropriate judgment and decision making in accordance with level of responsibility.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness. Holds oneself personally responsible for one's own work and does fair share of work.

Teamwork: Employee balances team and individual responsibilities. Exhibits objectivity and openness to others' views and gives and welcomes feedback. Contributes to building a positive team spirit; puts success of team above own interests; and supports everyone's efforts to succeed.

EDUCATION AND EXPERIENCE

Bachelor's Degree in public administration, business administration, social work administration, or related field and a minimum of seven years of experience in the administration of housing programs, with a minimum of five years of experience in a high-level supervisory capacity. A Master's Degree is highly preferred. An equivalent combination of education and experience may be considered.

CERTIFICATES, LICENSES, AND REGISTRATIONS

No special requirements at appointment.

Valid driver's license and the ability to be insurable under the Authority's automobile insurance plan at the standard rate.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To perform this job successfully, the employee is frequently required to remain in a stationary position. Daily movements include sitting; standing; reaching and grasping; operating computers and other office

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equipment; moving about the office; and attending onsite and offsite meetings. The employee must be able to exchange information in person, in writing, and via telephone. The employee must occasionally transport up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office environment. The noise level in the work environment is moderate.

Read and Acknowledged

Employee Signature

Date

Employee Name [printed]