

SENIOR HOUSING DEVELOPER

SUMMARY/PURPOSE

Under general supervision, direction, and guidance, the Senior Housing Developer will lead and oversee the implementation of the community's housing goals established by the City of Duluth (City), the Duluth Economic Development Authority (DEDA), and the Duluth Housing and Redevelopment Authority (HRA). The Senior Housing Developer will coordinate the activities designed to create new housing units, preserve existing housing units, and create new affordable housing opportunities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. With input and participation from the HRA Executive Director and Board of Commissioners, and by procuring appropriate housing studies and working with consultants as needed, assess the housing development and redevelopment needs of the City of Duluth.
2. Work closely with the HRA Executive Director or her/his designee to ensure partnership and shared responsibility and vision for moving forward housing development, redevelopment, and rehabilitation needs in the City.
3. Evaluate and update policies, procedures, and objectives that help to expand and seek innovation in housing development opportunities based on adopted policy directives.
4. Evaluate, modify, and administer new and existing programs that seek to develop new housing opportunities, to redevelop housing sites, and to maintain existing housing.
5. Respond to and evaluate the creditworthiness and feasibility of projects or developers being considered for financial assistance and take action based on conclusions.
6. Monitor the fiscal and developmental performance of assisted development projects and take all necessary steps to ensure compliance with development objectives.
7. Maintain knowledge of, market, administer, and answer customer questions related to HRA, City, and DEDA housing development programs that provide incentive funds, grants, and loan programs.
8. Provide technical assistance for infrastructure projects to support new housing development and redevelopment of sites in priority areas of the City.
9. Maintain and enhance information reporting practices and create and distribute reports and information to City leaders, boards, and committees as well as prospective developers.
10. Coordinate with divisions and departments in the City, the HRA, and other sources, to gain information and remain up to date on current trends related to housing development and redevelopment.
11. Prepare Requests for Proposals or Qualifications (RFPs or RFQs), including researching, creating, and advertising of proposals for housing development projects for the City, DEDA, and the HRA.
12. In accordance with applicable procurement policies, work with selected architecture and engineering firm for project and site evaluation and development, scope of work development, and other required tasks.
13. Serve on evaluation team for RFP and RFQ proposals.
14. Maintain contact with local, regional, and statewide developers, builders, and individuals working in the construction fields.
15. Maintain contact with community and business leaders.
16. With input from the HRA Executive Director and Board of Commissioners and by thinking creatively as well as using housing studies and data, identify the housing and redevelopment needs and opportunities needs within the community; in collaboration with co-workers, communicate with internal and external partners about those needs.
17. Lead housing development projects and activities, including facilitation of public process and development negotiation process for the lead agency (HRA, City, or DEDA), to ensure that housing projects are completed and compliance is maintained.

18. At the direction of the Manager, serve as a liaison between the City and the Duluth Housing and Redevelopment Authority.
19. Complete a monthly housing and redevelopment activity report in the form required by the HRA to the HRA Executive Director for inclusion in the board packet of the HRA Board of Commissioners.
20. Coordinate and facilitate collaborative work between the HRA, City, DEDA, and community partners on housing policy matters within the City.
21. Attend real estate and development related conferences as assigned.
22. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
23. Provide input on decisions regarding the hiring and discipline of personnel.
24. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
25. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Bachelor's degree in Public Administration, Business Administration, Urban Planning, Housing Policy, or a related field, AND four (4) years of professional experience in housing development, or urban planning, or economic development; OR
 - B. Master's degree in Public Administration, Business Administration, Urban Planning, Housing Policy, or a related field, AND two (2) years of professional experience in housing development, or urban planning, or economic development.
2. Desired Licensure/Certification
 - A. Commercial or Residential Real Estate Broker's license.
 - B. National Development Council Housing Development Finance Professional Certification.
3. Knowledge Requirements
 - A. In-depth knowledge of housing development, including the principles of accounting and finance including public financing.
 - B. In-depth knowledge of contract development and housing law.
 - C. In-depth knowledge of local, state, federal, and other housing development programs and funding sources, including affordable housing programs and homelessness response programs.
 - D. In-depth knowledge of title and real estate transactions and practices.
 - E. Knowledge of the legislative process and Minnesota rules as it pertains to housing development activities.
 - F. Knowledge of equity issues in housing policy, finance, and development practice, with specific understanding of historic equity issues as applied to local, state, and federal policy.
 - G. Knowledge of programs for affordable housing development operated by the Minnesota Housing Finance Agency and the U.S. Department of Housing and Urban Development.
 - H. In-depth knowledge of urban planning, land use, and zoning requirements.
 - I. Knowledge of the economic needs of the City and its various neighborhoods.
 - J. Knowledge of marketing and public relations activities.
4. Skill Requirements
 - A. Skill in making the best use of the resources available for housing development by prioritizing projects using logical assumptions and knowledge of housing data.

- B. Skill in analyzing the financial needs of prospective housing development activities and developing a package of public and private financing to meet those needs.
 - C. Skill in administering loan programs based upon thorough knowledge of proper documentation and monitoring procedures to ensure compliance with public goals.
 - D. Skill in organizing and presenting information to others by making written and verbal presentations clearly and responding to questions directly and confidently.
 - E. Skill in explaining, administering, and developing housing financing programs.
 - F. Skill in building trust to gain the commitment of individuals and groups to undertake development projects or solutions that benefit all parties and implement public goals.
5. Ability Requirements
- A. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
 - B. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees in conjunction with the supervisor.
 - C. Ability to multitask, prioritize, and coordinate multiple projects.
 - D. Ability to assess development and redevelopment qualifications of prospective developer and act responsibly on projects.
 - E. Ability to apply good judgment and to use discretion on large projects that require extensive evaluation and research.
 - F. Ability to travel and participate in various work-related activities after regular business hours.
 - G. Ability to perform in-depth financial analysis in the evaluation of housing development needs and operations.
 - H. Ability to read and understand financial reports, annual reports, profit and loss statements, and balance sheets in order to analyze the housing development options under consideration.
 - I. Ability to make formal presentations.
 - J. Ability to delegate work tasks and to lead teams and assignments of others within the established work group and partners.
 - K. Ability to communicate effectively, both verbally and in writing.
 - L. Ability to maintain confidential information.
 - M. Ability to use good judgment in decision-making.
 - N. Exhibit leadership qualities of dependability and accountability.
6. Physical Ability Requirements
- A. Ability to transport oneself to, from, and around sites of projects, tests, and other assignments.
 - B. Ability to transport materials and equipment weighing up to 25 pounds, per load, for presentation at public meetings.
 - C. Ability to sit for extended periods of time.
 - D. Ability to operate standard office equipment such as computer and related equipment.
 - E. Ability to attend work on a regular basis.

HR: HD	Union: Basic	EEOC: Professionals	CSB:	Class No:
WC:	Pay:	EEOF: Housing	CC:	Resolution: