

Director of Housing Development
Slavic Village Development
Position Description

Job Title:	Director of Housing Development	Reports To:	Executive Director
Department:	Rehabilitation and Development	FLSA Status:	Non-Exempt
Date:	August 2018	Approved By:	

PURPOSE

The Housing Director works with the existing housing stock and vacant land in the neighborhood to maximize SVD's effectiveness in addressing housing related issues and its potential for earning housing-related development fees, as guided by the "housing priorities" in SVD's Strategic Plan. Oversees site assembly, financing, and development of new and rehab housing projects, including but not limited to Slavic Village Rediscovered and Neighbors Invest in Broadway. Is responsible for providing data and analysis to the organization to support existing programming and identify potential new program or project areas. Manages the work of the Housing Development Manager, housing development interns, and other assigned staff. Coordinates with Executive Director, Neighborhood Development Officer, Director of Business Development, and Director of Neighborhood Stabilization.

ESSENTIAL JOB FUNCTIONS

Management of Housing Development Staff and Programs

- Oversee Slavic Village Rediscovered home rehabilitation sales program, including
 - Budgeting and construction loan management
 - Contractor management
 - Marketing and sales
- Manage Neighbors Invest in Broadway investor home rehabilitation program and related projects

Site Assembly and Property Acquisition

- Seeks out new opportunities and possible houses for renovation.
- Directs semi-annual vacant property survey.
- Uses creative acquisition strategies in order to acquire key properties.
- Researches property owners and title, as well as resolves or addresses title issues on properties.
- Serves on Real Estate Committee to guide investment opportunities throughout SVD Service Area
- Maintains departmental databases and spreadsheets for rehabilitation and construction projects including entering construction project specifications and researching information requests.

Project Financing and Development

- Works with developers on scattered site and moderate scale housing projects.
- Estimates project cost and budget on preliminary scattered site projects.
- Identifies potential funding sources; Coordinates application process, approval and closing,
- Assists developers with marketing for sale housing and the neighborhoods they reside in.
- Invoicing and collection of development fees related to housing.
- Writes grants to support housing development and redevelopment activities.

Data Support

- Monitors foreclosures and sheriff sales and keeps database of accurate information regarding foreclosures in Slavic Village.
- Gathers and provides information on past and current demographics and other pertinent neighborhood statistics and data, including the creation of useful and demonstrative maps.



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ADDITIONAL DUTIES AND RESPONSIBILITIES

- Assumes additional responsibilities and performs special projects as needed or directed
- Completes mass mailings and communications for committee or organizational requirements.
- Prepares funding proposals and grant reports in accordance with established procedures

REQUIRED QUALIFICATIONS

Education, Training and/or Experience

Masters Degree and five years experience in housing and community development.

Knowledge, Skills, Abilities and Personal Characteristics

- Working knowledge of community development construction and rehabilitation procedures.
- Ability to communicate with all levels.
- Ability to deviate from standardized work and established procedures to resolve special problems.
- Able to organize work, engage in a variety of tasks simultaneously and consistently meet deadlines.
- Basic math skills (addition, subtraction, multiplication, and division).
- Computer skills; data entry and spreadsheet software capabilities.
- Ability to operate standard office equipment and follow office procedures.
- Able to work independently with minimal supervision.
- Strong attention to detail; ability to perform duties with a high level of accuracy.

PREFERRED MINIMUM QUALIFICATIONS

Master's degree or bachelor's in related field. Previous non-profit or CDC experience. Real estate finance experience.

PHYSICAL DEMANDS

- Ability to operate a computer, keyboard and digital camera.
- Ability to operate a motor vehicle or equipment.
- Ability to analyze and assess scope of work for rehabilitation.
- May require reaching, standing, walking, fingering, grasping and feeling, and the ability to lift or move objects up to 20 pounds.
- May require vocal communication for expressing or exchanging ideas, hearing to perceive information at normal spoken word levels, visual acuity for color perception, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

WORKING CONDITIONS

- May require availability for overtime hours during peak periods.
- Occasional day travel to various locations including project sites and off-site meetings.
- Exposure to inside and outside environmental conditions.

This position description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of Slavic Village Development. Since no position description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder's responsibility.



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COMPENSATION

- Annual salary of \$45,000 to \$60,000, commensurate with experience and qualifications
- Vacation: During the first calendar year of hire, employees are eligible for up to ten (10) days of paid vacation on a prorated basis after completion of ninety (90) days of continuous service. After 5 years, employees receive 15 vacation days; 10 years = 20 days. Employees are also entitled to two (2) additional personal days.
- Sick days: employees receive up to 7 paid sick days per calendar year to full time employees unable to work due to illness or need for medical treatment. Sick days may not be carried into future years.
- Paid holidays include New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Day after Thanksgiving, Christmas Eve, and Christmas Day, plus days between December 24th and January 1st.
- 403 (b) plan— Employer contributes 3% (discretionary) of gross income and an additional .5% for every 1% contributed by the employee, up to an additional 2% maximum by Slavic Village Development. This benefit takes effect the 1st of the month following one year of service.
- Competitive health and dental insurance, with full premiums paid by Employer

Please email or mail cover letter and resume by FRIDAY, SEPTEMBER 21st, 2018 at 5 p.m. to:

Christopher Alvarado, Executive Director
Slavic Village Development
5620 Broadway Avenue, Suite 200
Cleveland, Ohio 44127

Email: chrisa@slavicvillage.org

ORGANIZATIONAL DESCRIPTION

Slavic Village Development is the Community Development Corporation which serves the Broadway Slavic Village, a five-square mile neighborhood of 22,000 Clevelanders. We are a forward-looking, service-driven organization which honors our neighborhood's resiliency, diverse cultural heritage, and inclusiveness. We are committed to building a community defined by its high quality of life, unique identity, and healthy and active living.

We seek and attract staff members and volunteers who take pride in the cutting-edge community-building work that SVD has led for over 30 years. In particular, the housing development program has been a longtime source of pride for SVD, is a leader among CDCs throughout the country, and has been covered by international media. Our organizational culture is marked by a potent combination of hard work and fun, and we welcome applicants who have a collegial attitude and enjoy working with a team comprised of both young and deeply experienced staff members.

