

**Housing Development Associate**  
**Slavic Village Development**  
**Position Description**

<b>Job Title:</b>	Housing Development Associate	<b>Reports To:</b>	Director of Housing Development
<b>Department:</b>	Rehabilitation and Development	<b>FLSA Status:</b>	Exempt
<b>Date:</b>	July 2021	<b>Approved By:</b>	

**PURPOSE**

Slavic Village Development is seeking an energetic and team-oriented candidate for the full-time position of Housing Development Associate. The Housing Development Associate will assist with SVD's scattered site housing rehabilitation sales programs, including but not limited to Slavic Village Rediscovered, Neighbors Invest in Broadway, and Maple Heights Home Ownership Program. The ideal candidate is committed to building wealth and stability for Cleveland's most diverse neighborhood.

**ESSENTIAL JOB FUNCTIONS**

1. Works on housing rehabilitation programs under the supervision of the Director of Housing Development
2. Works with contractors to develop housing renovation specifications to determine project scope and cost estimates
3. Develops marketing strategies to promote the sale of rehabilitated housing through open houses and mailings, and serves as contact for potential homebuyers. Pre-qualifies interested buyers and provides home financing applications and information packages.
4. Negotiates purchase price, prepares purchase agreements, and coordinates the acquisition of properties for rehabilitation and construction projects to support affordable housing programs and preserve and develop the community. Researches leads on available properties by contacting homeowners, realtors or interested parties.
5. Works with potential homebuyers towards successful closings.
6. Gathers and provides information on past and current demographics and other pertinent neighborhood statistics and data, including the creation of useful and demonstrative maps.
7. Checks on currently owned properties to ensure security and to address any possible liability issues.
8. Seeks out new leads and unnoticed possible houses for renovation.
9. Assists in tracking and researching potential properties for Slavic Village Development programs.
10. Assist in providing current and useful information for development staff to make informed decisions on projects.
11. At times directs the work of housing development interns

**ADDITIONAL DUTIES AND RESPONSIBILITIES**

1. Works with SVD Housing Stability staff to help homeowners, renters, and landlords understand various housing programs and resources available to correct code violations and address housing issues.
2. Assumes additional responsibilities and performs special projects as needed or directed

**REQUIRED QUALIFICATIONS**

**Education, Training and/or Experience**

A high school diploma or GED is required with a Bachelor's Degree and 0-2 years in housing and community development preferred. However, other experiences will be taken into consideration.

**Knowledge, Skills, Abilities and Personal Characteristics**

1. Desire to build a working knowledge of community development construction and rehabilitation procedures.
2. Ability to communicate with all levels.
3. Ability to deviate from standardized work and established procedures to resolve special problems.
4. Able to organize work, engage in a variety of tasks simultaneously and consistently meet deadlines.



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5. Basic math skills (addition, subtraction, multiplication, and division).
6. Computer skills; data entry and spreadsheet software capabilities.
7. Ability to operate standard office equipment and follow office procedures.
8. Able to work independently with minimal supervision.
9. Strong attention to detail; ability to perform duties with a high level of accuracy.

**Certifications, Licenses, Registrations**

None

**PHYSICAL DEMANDS**

- Ability to operate a computer and keyboard.
- 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.*

**COMPENSATION**

- Annual salary of \$36,000 to \$40,000, 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 24<sup>th</sup> and January 1<sup>st</sup>.



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- 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 1<sup>st</sup> 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 to:**

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

Email: [chrisa@slavicvillage.org](mailto:chrisa@slavicvillage.org)

Applications will be accepted until the position is filled.

**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. SVD is an equal-opportunity employer.

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.