



Job Announcement

Position: Deputy Director of Administration	Department: Administration
Location: Hughesville	Employment Status: Full-Time
FLSA: Exempt Grade: Executive	Compensation: \$90,000 - \$125,000
Weeks Worked: 52	Work Per Week: 40 + hours Monday – Friday, some evenings/weekends
Opening Date: November 7, 2019	Closing Date: Until Filled

Summary of Job Description: Responsible for the planning, development, implementation and monitoring private Affordable Housing Development in Southern Maryland. Oversees the day-to-day operations of existing housing and community development related services including housing assistance and counseling, energy assistance, multi-family rental and scattered sights, etc. This person is directly responsible to the President or designee.

Summary of Requirements:

Bachelor’s Degree in Urban and Regional Planning, Real Estate Development, Civil Engineering, Public Administration or related field. **Master’s Degree** preferred. Five (5) years of successful experience with Urban Planning & Development and construction projects valued at over \$6 million, preferably with 501(c)3 (nonprofits). Affordable/Workforce Housing. Must have personnel management/supervision and grant-writing experience.

Full working knowledge in financial oversight of all projects including but not limited to overseeing rent revenue, securing funds from Federal, State, Local level, foundations and philanthropist; Demonstrated writing skills prepare financing applications with the ability to create and sustain 20 years + Proforma, tax credits, PILIOT, and departmental budgets. Experience and a working knowledge of USDA Rural Development is a plus. Community Development Certification required within one (1) year of employment. Ability to plan, organize and prioritize assignments to independently meet deadlines and complete tasks in an accurate manner, under pressure of constant interruption. Demonstrated ability to analyze problems/issues, gather data and information, evaluate and recommend alternative solutions, or effect solutions with a tolerance for ambiguity and change, when necessary. Skills and proficiency using Microsoft Word, Excel Spreadsheets, Outlook, or other software applications to retrieve data, create spreadsheets, and reports.

Communication Skills: Communicates effectively, appropriately, and professionally in written and verbal formats with coworkers, supervisors, customers, and vendors. Clearly demonstrated team-building skills to establish and maintain good working relationships with colleagues, and staff, with an emphasis on tact, diplomacy, flexibility, collaboration, professionalism, and discretion. Knowledge of budget planning, preparation, and administration to make realistic, equitable fiscal decisions, present and defend budget concerns persuasively, and prepare detailed budget reports. Must maintain confidentiality at all times.

Responsibilities and Duties:

Identify sites suitable for affordable housing development.

- In consultation with other housing staff, establish a schedule for production of finished lots and multi-family sites.
- Establish criteria for acceptable sites.
- Find available sites through contact with Realtors, direct approach to land owners, approaches to financial institutions, and other possible sources of land.

Obtain financing for pre-development costs and site purchase.

- Identify sources of financing for pre-development costs and site purchase.
- Prepare applications for financing.
- Maintain contact with financing agency representatives and respond to requests for documentation and reporting.

Obtain approvals for housing development.

- Learn regulations for site approval and permits including the following types of requirements: zoning, subdivision, critical areas and wetlands, road design, water and sewer allocation, percolation testing, storm water management, sediment control.
- Establish contact with appropriate officials to facilitate the approval process.
- Coordinate submission of plans with the project engineer.
- Monitor the approval process.

Obtain approvals for project financing.

- Develop proforma to establish financial feasibility and cash flow.
- Obtain market study and appraisal.
- Submit applications to appropriate finance agencies.
- Negotiate financing package.
- Follow-up required documentation and reporting.

Assemble project development team.

- Select architect, engineer, and site development contractor.
- Negotiate contracts.

Manage all phases of housing related project development

- Develop schedule with development team.
- Monitor site development activities.
- Coordinate inspections.
- Supervise disbursement of funds.

Oversees all rental units to ensure proper rental management, and collection of funds

Manage all other housing related services:

- Submit reports
- Collect data
- Write and prepare grant applications for funding
- Supervise program directors/coordinators

Develop a monthly reporting format for projects in conjunction with the President that includes:

- Agreed upon outcomes and periodic progress
- Qualitative information.
- Serves as a continuous improvement instrument.
- Produce Quarterly Report for Board of Directors review.

Ensure Monitoring and Compliance of assigned programs/services

- Supervise and evaluate staff
- Prepare and monitor budgets
- Prepare and analyze programmatic reports as required
- Participate in internal and external monitoring activities
- Prepare agency programmatic reports for funding sources

Participate and coordinate fund development activities.

- Prepare grant applications and proposals for funding
- Lead and/or participate in fundraising activities
- Research and identify content opportunities
- Make recommendations to the President with timelines
- Train and maintain a team of writers to help prepare and assemble application/proposal

In the absence of the President sign vendor checks, grant agreements and contracts.

Attend Board of Director's meetings and other meetings as assigned.

Other duties as assigned.

Licenses or Certificates:

Valid Maryland Driver's License.

Special Requirements:

State and Federal Bureau of Investigation Criminal Background Check, National Sex Offender Public Registry Check, Current Certified Driving Record, valid Insurance Appropriate minimum, and and Pre-Employment, Random, Post-Accident Drug and Alcohol testing.

Physical Demands:

Work requires limited physical effort.

Applications Accepted By: Mail and Online	
<u>Mail to:</u> SMTCCAC, Inc. - Human Resources Dept. P.O. Box 280 Hughesville, MD 20637	<u>Online at:</u> www.smtccac.org
Required Documents: The following documents are required based on job: In addition to your application and resume please provide a copy of your degree and/or a copy of your college transcripts. Applications and Documents submitted with missing information will not be considered. Do not send application's via Fax.	

An Equal Opportunity/Affirmative Action Employer