

 <b>HOUSTON HOUSING AUTHORITY POSITION DESCRIPTION</b>	
Position Title:	<b>Senior Community Development Coordinator</b>
Department:	<b>Real Estate Investments and Development</b>
Supervisor:	<b>Vice President, Real Estate Investments and Development</b>
<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non Exempt	<input checked="" type="checkbox"/> New Position <input checked="" type="checkbox"/> Revision (see below)
<input type="checkbox"/> Change of title    Previous Revision Date: _____    Other (Please Specify) _____ <input type="checkbox"/> Revised qualifications <input type="checkbox"/> Revised duties <input type="checkbox"/> Expanded qualifications <input type="checkbox"/> Expanded duties	
Effective Date:	<u>12/20/2017-1/24/2017</u>
Approved:	Vice President <u>of</u> Real Estate Investments and Development
Approved:	Director <u>of</u> Human Resources

**GENERAL SUMMARY**

Responsible for advanced and analytical duties in all aspects of the Real Estate Investments and Development department including housing development activities, resident and community initiatives and grant management. All activities must support the Houston Housing Authority's ("Authority") strategic goals and objectives and produce results that accomplish the goals of the Real Estate Investments and Development department. Reports to the Vice President of Real Estate Investments and Development.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

- Provides high level staff assistance in the creation, planning and implementation of all Real Estate Investments and Development program components. including housing development, funding, homeownership, Section 3, MBE/WBE initiatives, human services, and management systems.
- Analyze potential real estate investments to determine feasibility.
- Collaborate with REID VP to create and maintain financial models, projections and schedules to forecast new project financial feasibility, existing project financial status in connection with potential end of LIHTC compliance period scenarios and existing portfolio refinancing opportunities.
- Collaborate with REID VP on development and execution of funding strategies; secure equity, debt and secondary funding.
- Leads and supports development activities ranging from due diligence to financing to property management; coordinates with the various project consultants and contractors to ensure all parties have the necessary access and information to perform their role in the development of the project.
- Examine financial and legal documents in connection with project funding so the deal terms are as originally negotiated and protect HHA's interest.
- Coordinate and manage ongoing development project funding from multiple sources including investors, HUD, City of Houston, GLO and third party lenders.

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- Manage conversions to permanent financing.
- Lead the transition from REID to Asset Management.
- Assists-Takes the lead in the preparation of grant applications, bid documents and program proposals; identifies potential funding sources and prepares funding applications; prepares requests for proposals ("RFP") for a wide range of professional services needed for due diligence or construction related activities.
- Aids in the preparation of reports for federal, state and local agencies and the development of procedures and guidelines for effective implementation of programs.

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**Project Management:**

- Identify project requirements, scope and objectives
- Prepare timeframes, schedules and budgets
- Coordinate activities, resources and information internally and with 3<sup>rd</sup> party vendors.
- Ascertain that needs are met as projects evolve.
- Monitor and tract project's progress
- Handle issues that arise
- Communicate status
- On time, within scope, within budget delivery.

## KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of key policies, procedures, functions and staff in the Real Estate Investments and Development Department.
- Knowledge of the principles and practices of program development and preparation of grant applications.
- Knowledge and proper application of the principles of research and report writing techniques.
- Knowledge of budget preparation and management.
- Knowledge and understanding of real estate finance, development, acquisition, or similar activities.
- Knowledge and ability to prepare feasibility analysis of potential real estate developments and investments.
- Knowledge with federal, state and local funding sources available for housing and community development.
- Skill in writing reports, business correspondence and procedure manuals.
- Skill in Microsoft Office Suite applications (Outlook, accounting and financial software, and the Internet).
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to interpret and apply applicable policies, regulations, and procedures.
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability and interest in assisting in the development, implementation, coordination, and evaluation of housing programs.
- Ability to prepare statistical and financial reports.

## COMPLEXITY / SCOPE OF WORK

- The employee performs a moderate number of routine and generally related tasks.
- The course of action is determined by established procedure, the supervisor, or the employee.
- Tasks frequently have to be coordinated, integrated, and/or prioritized.
- The employee plans and carries out routine work activities with minimal supervision, and independently resolves problems that arise.

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- *The employee's work is reviewed for conformity to organizational policies and attainment of agency goals and objectives.*
- *The employee's work affects the Houston Housing Authority's housing programs and its residents. Successful accomplishment of management, financial, and data processing tasks by the employee can enhance the Houston Housing Authority's ability to provide housing that is decent, safe, and sanitary and adequate services for its residents.*

**GUIDELINES**

- *The employee refers to the Houston Housing Authority and HUD guidelines in performing work. These guidelines cover most job-related situations although the employee frequently is required to use independent judgment in making decisions. If guidelines do not cover a situation, the employee consults the supervisor or makes a decision based on the circumstances.*

**SUPERVISORY CONTROLS**

- *This position has no direct supervisory responsibilities.*
- *The employee receives instructions primarily from the Vice President of Real Estate Investments Development.*
- *Courses of action, deadlines, and priorities are established by procedure, the supervisor, or the employee, depending on the assignment.*
- *Instructions to the employee may be general or specific in nature.*
- *Normally, the employee plans and carries out work activities with minimal supervision and independently resolves problems that arise.*

**PERSONAL CONTACTS**

- *Most of the employee's contacts are with Houston Housing Authority employees, business firms, attorneys, residents, and contractors, government officials, news media, and the general public. Contacts are made to verify, give, obtain, clarify, or provide information.*

**PHYSICAL DEMANDS / WORK ENVIRONMENT**

- *Work involves the normal risks and discomforts associated with an office environment.*
- *The employee is frequently required to maintain a stationary position, operate computers and other office equipment, move about the office, attend onsite and offsite meetings, and communicate.*

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- *Moderate physical exertion such as bending, stooping, crouching and climbing stairs is needed for field visits.*
- *The employee must be able to accurately exchange information in person, in writing and via e-mail and telephone.*
- *The employee must occasionally transport up to 10 pounds.*

**MINIMUM QUALIFICATIONS**

- *Bachelor's Degree in Public Administration, Business Administration or a related field; and the equivalent of ~~one-five~~ (+5) years of experience in real estate development, finance, grant writing, budget management, financial analysis, urban planning, or general administrative experience in a private or public agency required.*
- *Bondable.*
- *Valid Texas driver's license.*
- *Eligible for coverage under Houston Housing Authority fleet auto insurance.*

**DISCLAIMER**

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*