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**Michael Lara
Executive Director**

Director of Planning & Development Position Description

Summary:

This is a highly responsible administrative position assisting the Executive Director in all aspects of day-to-day development projects, federal and state applications for financing, analyzing the NHA's real estate portfolio for opportunities, and collaborating with other leaders in the organization on program and policy activities.

This new full-time position is an exciting addition to the NHA's growing portfolio. As the City seeks a strong ally to increase its supply of affordable and supportive housing programming, our hope is that this position will establish a pipeline of projects that will ensure long term viability of NHA properties.

The incumbent must have familiarity with the laws and regulations under which the Authority operates, and must be in a position to develop, install, and monitor all controls necessary to protect the integrity of the department.

Successful candidate will be mission driven and an experienced professional. They will be comfortable working both in a group environment and independently. The chosen candidate will be tasked with successfully driving housing strategy and initiatives across an array of different affordable housing programs.

Essential Duties and Responsibilities:

Will lead NHA's effort to create and preserve high quality affordable housing in Newton via available repositioning programs, including but not limited to, Section 18 demo/dispositions, RAD or blended RAD, 4% and 9% LIHTC deals, mixed income development, and private-public partnerships

Assemble and manage project teams, develop financing plans, and raise grants, equity and loans for projects

Identify potential development partners and negotiate partnership agreements on large projects

Oversee all major new development and redevelopment efforts, and supervise the NHA's development coordinator

Provide Executive Director with regular project status reports

Create and maintain long-lasting partnerships with subsidy managers, both federal and state, and non-profit and private entity stakeholders

Forge strong relationship with City government and residents, and attend any and all necessary public meetings related to the program

Develop Authority policy and administrative procedures regarding planning and development, in conjunction with the executive team and NHA Board

Investigate and educate the NHA on new programs and grants that will help finance current and future development deals at the agency

Have ability to develop recommendations to public bodies reviewing planning and zoning matters related to NHA projects

Manage special projects as directed including real estate, capital, operational or research

Meet agency goals as stated in the NHA Strategic Plan

Performs other related duties, as required.

Qualifications:

This position requires a college education with a major in planning, design, public administration or affiliated fields. A master level education in the above fields is preferred. Has experience with prior successful development projects, whether public-private partnership, affordable housing, or otherwise. At least a five (5) year duration in a medium/large housing organization of comparable size and budget may be substituted for formal education.

Experience in a medium or large state and/or federal public housing authority or non-profit community development corporation preferred.

Prefer candidates with experience coordinating and managing an entity's real estate programs.

Prefer candidates that previously oversaw personnel to effectively implement plans and strategies to achieve stated objectives and goals of the organization.

Candidate must have demonstrated experience in communicating effectively with local, state and federal governmental agencies.

Candidate must be organized, analytical and capable of working effectively on a multitude of upper level tasks at any time. Training in the federal low-income tax credit program and/or HUD related funding programs, specifically Section 18 dispositions, would be **strongly** preferred.

Candidate should be highly organized with very strong written and verbal communication and analytical skills.

Candidate should have a collaborative and flexible work style with a team player mindset and a strong commitment to NHA residents and Authority mission and values.

Must maintain confidentiality of all participants and programs and possess a valid driver's license.