

HOUSING DEVELOPMENT DIRECTOR TWIN CITIES COMMUNITY DEVELOPMENT CORPORATION

The Twin Cities Community Development Corporation (the CDC) seeks a Housing Development Director to direct our affordable housing and related real estate development activities, and to participate in our community development work in Fitchburg and Leominster, Massachusetts.

Twin Cities Community Development Corporation is twenty-six year old community based non profit organization. We aim to create a place where residents choose to live, work and invest, thereby forming a powerful unified community. Our mission is to improve the quality of life of persons with low and moderate incomes in the cities of Fitchburg and Leominster, through community economic development. We improve and stabilize neighborhoods, promote business development and build the economic, physical and personal assets of our communities and their residents. These assets range from a house or a business to a new leader or a community working together to affect a change.

Over the past year, the CDC has expanded its housing development activity. We have begun construction on an \$11 million 5 story building in downtown Fitchburg. When completed, 470 Main Street will contain 31 apartments, a small business center, a homeownership center, our offices, and a bank. In Leominster, we are working with a local technical school on a new construction homeownership project. We are launching our Elm Street Initiative, to address housing and community issues in one of Fitchburg's most neglected neighborhoods. We are planning 3-4 new homeownership units, and have a pipeline of other potential projects.

RESPONSIBILITIES

The Housing Development Director coordinates our development of affordable housing. Under the supervision of the Executive Director, the Housing Development Director maintains responsibility for project management and project oversight, including moving a project from initial conception through the predevelopment, development/financing and construction phases to a final closing, lease up, occupancy and/or sale to a first-time homebuyer. The Housing Development Director works closely with our community organizing staff and our homeownership center, to improve neighborhoods and bring projects to fruition. S/he interacts closely with community residents and committees, the CDC Real Estate Committee, consultants and subcontractors, local and state government officials, funders, lenders and investors.

Specific responsibilities include:

- Work with the community and specific neighborhood groups to build consensus on neighborhood housing needs.
- Identify potential development sites and build support for their development/ redevelopment.
- Conduct financial feasibility analysis and identify potential options for project financing as well as site-specific alternatives for housing development projects.
- Devise project programs and budgets and project analysis tools including, but not limited to, sources and uses, operating and expense budgets and market studies.
- Prepare funding applications, and coordinate all work required to obtain project financing.
- Obtain local zoning and other regulatory approvals as required.
- Oversee all project design, development and construction related work including hiring and supervision of architects, engineers, development consultants, environmental consultants, attorneys, contractors, Clerk of the Works and/or construction managers.
- Coordinate bid specifications and negotiation of construction contracts.
- Oversee the construction phase including managing weekly job site meeting of larger projects.
- Monitor the contractor on progress and project completion schedule, and enforce deadlines as expressed in contract documents.

- Prepare development and construction period requisitions and review construction period change orders prior to approval and sign off by the Executive Director.
- Review all development related expenditures and work to ensure a quality product completed on time and within budget.
- Provide documentation to state, federal and local officials required to meet regulatory guidelines.
- Oversee preparation of all legal documents in conjunction with CDC's attorneys, and coordinate with all funders and regulators and their attorneys in completing projects.
- Supervise Property Management team on project related responsibilities, including assisting with initial project lease-up, tenant selection, marketing and reporting requirements.
- Assist with fundraising as assigned by Executive Director.
- Attend Board and Board committee meetings as required.
- Attend regular meetings with finance department staff to assure that the CDC complies with all monitoring requirements.
- Represent the CDC on Boards and at meetings and events of partners, funders, and related companies.
- Recruit CDC members in accordance with CDC's membership recruitment plan.
- Plan and participate in organizational events, membership meeting and special events as required.
- Perform other duties as considered appropriate and consistent with the mission of Twin Cities CDC.

QUALIFICATIONS

- Minimum of three years experience in community based housing development, planning, or real estate development.
- Demonstrated commitment to the mission of Twin Cities CDC and to community based development work.
- Familiarity with the construction and real estate industries.
- Ability to work effectively with diverse groups and individuals.
- Demonstrated skill in managing multiple tasks in a responsible and dedicated manner.
- Excellent oral and written communication skills.
- Strong computer word processing and spread sheets skills.
- B.A. or equivalent in work experience; relevant master's degree can be substituted for some work experience.
- Some experience managing real estate projects, including identifying sites, negotiating contracts, and coordinating team members preferred.
- Knowledge of housing development funding sources in Massachusetts preferred.
- Strong affordable housing finance background preferred
- Experience in renovation of multi-unit properties preferred.
- Demonstrated program development and supervisory skills a plus.
- Spanish speaking, reading and writing skills a plus.

Competitive salary and benefits package

Submit resume and cover letter by email no later than March 26, 2008 to:

Housing Development Director Search, Twin Cities CDC, twincitiesCDCjobs@gmail.com. No letters or phone calls please.

Earlier applications are encouraged. Resumes will be reviewed as received.

For more information, see our website at www.twincitiescdc.org

TCCDC is committed to non-discrimination and equal opportunity in employment.