

Housing Planner, City of Cambridge Community Development Department

Under the supervision of the Housing Director, the Housing Planner will be a key member of the Housing Division's affordable housing development team and will manage compliance with the City's Inclusionary Housing and Incentive Zoning provisions through which market-rate developments create affordable housing and contribute funding to assist in advancing City housing goals. Manage studies related to these provisions, research and manage new policy initiatives, provide support to the Inclusionary Rental and Homebuyer program teams, and assist with other City housing programs as needed. The Housing Planner will work with other CDD staff and City departments, neighborhood groups, non-profit and private housing developers and managers, lenders, and the Cambridge Housing Authority. The Housing Planner should be a self-motivated, detail-oriented professional who is ready to work individually and as part of a team in a fast-paced office environment to expand affordable housing opportunities in Cambridge. We seek candidates with a strong commitment to equity and respect, both in the provision of services and in the workplace. The City of Cambridge's workforce, like the community it serves, is diverse; applicants must have the ability to work and interact effectively with individuals and groups with a variety of identities, cultures, backgrounds, and ideologies.

Education & Experience

- Bachelor's degree and 7 years of relevant experience in affordable housing development, development review or affordable housing program management, or equivalent combination of education, training, and experience. A Master's degree in a related field may be substituted for 2 years of experience.
- Experience with affordable housing or other residential estate development, including familiarity with all phases of the development process from project inception to completion.
- Experience with program administration including preparing and managing program agreements.

Knowledge, Skills & Abilities

- Good judgement; demonstrated customer service skills, excellent interpersonal, presentation, and communication skills (written and oral).
- Strong computer skills including demonstrated proficiency with essential software (primarily, Word, Excel, Outlook).
- Excellent organizational, time management, and project management skills; Ability to set priorities, manage multiple responsibilities, and meet deadlines.
- Ability to interpret and work with complex regulations and zoning; ability to understand, interpret, summarize, and communicate City program policies and guidelines to project sponsors and others.
- Ability to gather, assemble and analyze relevant data for program development.

Capacity to work collaboratively and cooperatively with colleagues to achieve team goals.

Preferred

- Demonstrated success in public sector development review or housing development in a municipal, state, federal or private organization.

- Experience working with zoning and other regulatory frameworks, and drafting, developing managing compliance with loan documents, zoning, and other regulatory agreements.
- Proficiency with GIS and other mapping and visualization tools.
- Knowledge of the Cambridge community.
- Proficiency in Amharic, Haitian Creole, Portuguese and/or Spanish.

Application Procedure

Apply directly to our career center by uploading a resume and cover letter. Resumes requested by 2/21/24 but will be accepted after this date. We are an AA/EEO Employer.

<https://phe.tbe.taleo.net/phe02/ats/careers/v2/viewRequisition?org=CAMBRIDGEMA&cws=37&rid=228>