

Overview:

Brief Job Description (essential functions of the job):

The mission of the Mayor's Office of Housing (MOH) is to make Boston a more equitable and inclusive city where all residents can thrive. MOH oversees programs that create and preserve affordable housing, support homeowners and renters, provide housing and services to homeless individuals and families, and develop city-owned property. The Mayor's Office of Housing seeks to carry out its mission through a lens of promoting diversity, equity and inclusion and addressing the effects of systemic racism in our city.

Reporting to the Director and Chief of Housing or her designee, the Deputy Director for Policy Development and Research (PDR) is responsible for overseeing the management and operations of the PDR division including data driven policy development, data analysis and reporting to continuously evaluate and improve our programs, and compliance with HUD-funded housing and community development programs. To accomplish these efforts, the Deputy Director for PDR oversees a small staff, works collaboratively with all MOH divisions and other city departments, and navigates relationships with external stakeholders to advance the Mayor's legislative agenda.

This role is an exciting opportunity for a passionate leader to dramatically impact the lives of people in Boston. It is challenging work that requires strong project management skills, the ability to collaborate with a wide array of community stakeholders, and a solid underpinning in housing policy. In particular, the Deputy Director will work with senior leaders across City, state and federal government to lead the development of new policies which can ensure the affordability of housing in Boston in the decades to come. If successful, the Deputy Director will lead the creation of housing policies, programs and development projects at a level that continues to position Boston as a national leader in data driven policy making and community development.

Responsibilities:

- Manages a staff of research and development analysts, policy advisors, compliance officers and managers to effectively accomplish the goals of the division.
- Champions the development and implementation of new policies, programs and legislation.
- Coordinates and oversees policy development, research, data collection and analysis to support DND housing and community development programs.
- Oversees and develops strategy for data reporting, research reports, planning documents and application documents produced for the Department.
- Develops and manages relationships with other city departments, federal, state and local governmental entities, community development corporations; external stakeholders and program constituencies.
- Oversees the development of policies, procedures and systems to ensure that DND operations are in compliance with all federal, state and local regulations.
- Develops and maintains essential data for evaluating impact of DND programs and policies.
- Develops and evaluates neighborhood development strategies.
- Identifies and tracks federal and state funding resources.
- Oversees the preparation of funding applications.
- Coordinates and manages various multi-divisional issues.
- Performs special projects, initiatives and other related duties as required by the position.

- Performs related work as required by the job.

Minimum Entrance Qualifications:

- Applicant must have a minimum of five (5) years demonstrated senior management or operational experience.
- Master's degree in Community Planning, Development, Government, Public Policy, Business Administration or related field strongly preferred.
- Appropriate educational substitutions may be made.
- Excellent negotiation, writing, presentation, organizational, analytical and supervisory skills.
- Proficiency in Microsoft applications, and Google Suite.
- Proven leadership experience at the local level with significant community planning and development experience.
- Ability to exercise good judgement and focus on detail as required by the job.

BOSTON RESIDENCY REQUIRED.

Terms:

Union/Salary Plan/Grade: Non-Union/NU-29

Hours Per Week: 35