

HOUSING DEVELOPMENT OFFICER

Overview:

This is a grant funded position, expected to last through December 31, 2026 or when funds are depleted. The position may be extended based on operational need if alternative funding is identified.

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. MOH 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.

Brief Job Description (essential functions of the job):

Under the direct supervision of the Senior Housing Development Officer in the Neighborhood Housing Development division, the Housing Development Officer is responsible for all appropriate project and program management activities for assigned housing development projects and initiatives.

Responsibilities:

- Prepares and reviews requests for proposals and manage the property disposition process.
- Performs developer selection and negotiation and ensure compliance with program, project and funding requirements, as well as, policy standards.
- Oversees projects through community process, public approvals and permits, into and through closing, construction, sales (or rent-up) coordinating with other city agencies and approvals.
- Coordinates project and/or programs at appropriate points with the project team and divisional and agency staff.
- Performs financial structuring, and restructuring for workouts, including appropriate use(s), costs, affordability, public subsidy and public benefits.
- Works with staff to process funding requests, awards, commitments, requisitions and contract payments.
- Maintains project files, prepares project status reports, prepares updates for the directors tracking.
- Prepares and coordinates applications for state and federal resources, including housing grants and loans, rental assistance, and/or public services.
- Manages programs that involve negotiations and coordination among multiple public and private agencies.
- Prepares, negotiates, and administers public service and rental assistance contracts with non-profit organizations.
- Assists with policy development pertaining to housing and housing-related services.
- Performs related work as required.

Minimum Entrance Qualifications:

- At least (2) two year's experience in real estate development or finance.
- Familiarity with principles of real estate finance, real estate development and management, housing construction and rehabilitation, and mortgage financing.
- Working knowledge of federal and state regulations for housing and community development programs and resources.

- Familiarity with Boston neighborhoods and history, housing and community development issues, public housing subsidy programs, and city government.
- Familiarity with computerized word processing and spreadsheet programs.
- Excellent organizational, writing, negotiation, speaking, and interpersonal skills.
- Appropriate educational substitutions may be made.
- Ability to exercise good judgment and focus on details as required by the job.

BOSTON RESIDENCY REQUIRED

Terms: Union/Salary Plan/Grade: SEIU 888/N-22

Hours Per Week: 35

Please refer to the Salary Information section on the Boston Career Center site for more information on compensation. For each Salary Plan, salaries are listed by Grade and Step.

The City of Boston is proud to be an Equal Opportunity Employer. We are committed to creating a diverse and inclusive environment. Therefore, qualified applicants will be considered regardless of their sex, race, age, religion, color, national origin, ancestry, physical or mental disability, genetic information, marital status, sexual orientation, gender identity, gender expression, military and veteran status, or other protected category.

The City of Boston has played a role in causing and perpetuating the inequities in our society. To break down these barriers, we are embedding equity and inclusion into everything we do.

We define **equity** as **ensuring every community has the resources it needs** to thrive in Boston. This requires the active process of meeting individuals where they are. **Inclusion** is **engaging every resident** to build a more welcoming and supportive city. We are building a **city for everyone**, where diversity makes us a more empowered collective.

<https://city-boston.icims.com/jobs/21237/housing-development-officer/job>