

Overview:

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.