



## Employment Opportunities in Cambridge

# NOTICE OF POSTING

**POSTING DATE:** February 5, 2021

**RESUME AND LETTER OF INTEREST REQUESTED BY 02/26/21 POSITION WILL REMAIN OPEN UNTIL FILLED**

Cambridge residents are especially encouraged to apply.

**Department:** Community Development Department  
**Job Title:** Housing Development Planner  
**Job Code:** M592  
**Civil Service Position:** Non Civil Service position  
**Union Affiliation:** none  
**Hours Per Week:** 37.5 hours per week

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Community Development Department (CDD) is the planning agency for the City of Cambridge. Encompassing the Housing, Economic Development, Community Planning, Zoning and Development, and Environmental and Transportation Planning divisions, CDD's mission is to foster a livable, sustainable, just, and equitable community. CDD engages and collaborates with community partners, other government agencies, and residents to make Cambridge a desirable place to live, work, learn, play, and innovate.

Under the supervision of the Senior Housing Planner, the Housing Development Planner will work with the affordable housing development and preservation team to evaluate requests for and manage the investment of City funds to create or preserve affordable housing. The Housing Development Planner will evaluate requests for City funds, manage the loan commitment and closing process, and work collaboratively with development sponsors to facilitate all phases of the housing development process. The Housing Development Planner will identify and evaluate opportunities to create new affordable and supportive housing targeted to the City's low- and moderate-income and unhoused residents. The Housing Development Planner will work collaboratively with other City staff, non-profit and private housing developers, Cambridge Housing Authority, other housing advocates and service providers, neighborhood groups and residents.

Primary responsibilities include:

- Evaluating requests for City funding for affordable housing; underwriting development pro formas; analyzing operating projections and financing plans; preparing financial analyses and recommendations;
- Coordinating with sponsors to facilitate review of City-funded development proposals with other departments;
- Managing funding commitment, loan closing and disbursement processes;
- Maintaining familiarity with federal, state, regional, and local housing programs, policies, and regulations; analyzing and ensuring compliance with applicable requirements;
- Maintaining appropriate records; collecting and assembling data on assisted developments; preparing reports on program achievements and outcomes to assist with program evaluation and policy development;
- Providing technical assistance to development sponsors and property owners; providing information to residents and community groups;
- Participating in outreach efforts to publicize the City's housing programs;
- Assisting with other City housing programs and special projects as needed;
- Performing other duties as required.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

### MINIMUM REQUIREMENTS:

The Housing Development Planner should be a self-motivated, detail-oriented professional who is ready to work as part of a team to preserve and create affordable housing for residents in need. We seek candidates with a strong commitment to equity and respect, both in the provision of services and in the workplace.

Essential Qualifications:

- Bachelor's degree with 7 years of experience in affordable housing lending and/or development comparable professional experience; Master's degree in real estate finance or development, urban planning, economics, or a related field with at least 5 years of experience in affordable housing lending and/or development is preferred;
- Demonstrated expertise and success in affordable housing lending and/or managing development of affordable housing;
- Experience with real estate finance and affordable housing capital subsidy programs (e.g. LIHTC, HOME), including familiarity with supportive housing;
- Ability to develop, research, analyze, interpret and communicate written program guidance, requirements, and regulations;
- Ability to understand and navigate zoning requirements and familiarity with green building/sustainable development practices, programs, and resources
- Ability to develop, analyze, interpret and summarize complex financial projections;
- Good judgement; superior customer service skills, excellent interpersonal, presentation, and communication skills (written and oral);
- Commitment to working in a community that values diversity and experience working with diverse community groups;
- Excellent organizational, time management, and project management skills; ability to set priorities and to work independently and efficiently to manage multiple responsibilities and meet deadlines in a fast-paced office environment;
- Ability to work collaboratively and proactively as a team player to achieve team goals;
- Excellent analytical skills; ability to explain complex information to other staff, partners, residents and in public settings;
- Superior computer skills with essential software (Word, Excel, Outlook) and advanced applications (i.e., Adobe Acrobat).

**Preferred:**

- Knowledge of the Cambridge community;
- Knowledge of the regional housing market and available affordable housing resources;
- Proficiency in Amharic, Haitian Creole, Portuguese and/or Spanish.

**PHYSICAL DEMANDS:** Work requires ability to access, input, and retrieve information from a computer. Work involves frequent evening meetings, travelling throughout the city, driving, walking, and climbing stairs.

**WORK ENVIRONMENT:** Work involved is primarily indoors in a professional office setting, public meetings to discuss and gather comments on housing development plans, studies, etc., and visits to housing and building sites, some of which may be under construction.

**RATE:** \$78,385 to \$104,068 /year + excellent benefits

**APPLICATION PROCEDURE:**

Internal applicants submit a job bidding form and two copies of both your resume and letter of interest; external applicants submit both your resume and letter of interest via email to: [employment@cambridgema.gov](mailto:employment@cambridgema.gov) or to the Personnel Dept, Room 309, City Hall, 795 Massachusetts Avenue, Cambridge MA 02139. Fax 617-349-4312. **Resume and letter of interest requested by 02/26/2021. Position will remain open until filled.**

Candidates selected for an interview will be asked to provide and discuss examples of past work demonstrating their understanding of the housing development process.

THE CITY OF CAMBRIDGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES, VETERANS, MEMBERS OF THE LGBTQ+ COMMUNITY, AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY. THE CITY IS COMMITTED TO ADVANCING A WORKFORCE CULTURE OF ANTIRACISM, DIVERSITY, EQUITY, AND INCLUSION.

**CITY OF CAMBRIDGE RESIDENTS ESPECIALLY ARE ENCOURAGED TO APPLY.**