

**Worcester Housing Authority  
630 Plantation Street  
Worcester, MA 01605**

**Position Title:** Vice President of Affordable Housing Development

**Department:** Development

**Status:** Exempt

**Salary:** \$100,000 - \$110,000 annually, dependent upon experience

**POSITION SUMMARY:**

The Worcester Housing Authority (WHA) seeks a Vice President of Affordable Housing Development (VP-AHD) to assist in directing matters relating to housing and community development programs and initiatives for the WHA and any affiliates of the WHA. This is a high-level position that includes planning and development of affordable housing and the revitalization of existing public housing developments.

Reporting to the Chief Facilities Management Officer, the VP-AHD will plan, direct and lead the work of WHA's housing and community development initiatives. The VP must collaboratively develop and implement a strategic action plan that carefully aligns the work of the WHA and with the agency's mission of "creating and sustaining decent, safe, and affordable housing."

The VP will work closely with federal, state, and city officials, as well as developers, funders, and WHA staff members, as well as other jurisdictions and stakeholders to develop a housing strategy that ensures future and equitable housing development that preserves and retains our community's diverse populations.

**ESSENTIAL FUNCTIONS:**

1. Identify, plan, propose, and budget all aspects of opportunities for affordable housing growth for the WHA in Worcester County.
2. Lead all planning, resource development, implementation and management of affordable housing development projects, as well as oversight of rehabilitation projects, and new construction to ensure that each project is accomplished within prescribed timeframes and funding parameters.
3. Develop housing policy objectives that ensure appropriate funding sources and community buy-in and focus are in place to expedite affordable housing production and preservation.
4. Direct staff and consultants in the completion of various studies, including current and long-range housing and community development initiatives.
5. Prepare presentations, materials, and makes recommendations to the Chief Executive Officer, Board of Commissioners, and other stakeholders with regards to WHA housing and community development based on research, data, and feedback.
6. Familiarity with the Worcester community. Ensure the WHA is well-connected to, and a participant in, regional, state and federal housing policy initiatives by developing strong working relationships in the community.
7. Appear before city officials, public agencies, community groups, lenders and funding sources and officials from other jurisdictions and organizations regarding the community's housing and neighborhood development needs, goals and policies.
8. Work closely with the WHA Chief Financial Officer to ensure continued investment in the capital needs of the WHA's development projects, as well as with the WHA Grant Writer to expand funding development through grant opportunities.

**OTHER RESPONSIBILITIES:**

1. Performs similar job-related duties as assigned.

**DESIRED QUALIFICATIONS & SKILLS:**

1. Minimum of a bachelor's degree, focused on community planning, housing development, construction management, real estate, business, or a closely related field;
2. Three years of progressively responsible administrative/supervisory/financial management experience in community planning, housing development, construction, or a related field.
3. Must have direct experience with the development of affordable residential multi-family housing in Massachusetts. Experience with the Low-Income Housing Tax Credit (LIHTC) program preferred.
4. Demonstrated knowledge of and experience with affordable housing programs, complex finance sources including HUD programs; federal, state and municipal laws and regulations governing housing and community development projects and programs, as well as best practices and techniques of housing production and construction.
5. Certification as a Massachusetts Certified Public Purchasing Official (MCPPO) in order to procure goods and services and properly bid construction contracts for the various projects (preferred qualification – must obtain within one year of employment).
6. Demonstrated experience managing people, organizations, and systems change in a manner that builds leadership, trust, accountability, and promotes collaboration.
7. Exceptional people skills, a high level of emotional intelligence and multicultural competence, and experience working effectively with diverse stakeholders in highly political environments.
8. Exceptional oral and written communication skills, negotiation skills, and a proven ability to collaborate and galvanize stakeholders to work together; strong public speaking skills.
9. Ability to read, write, interpret project and product specifications, contract documents, construction plans, blueprints, invoices, etc.
10. Strong organizational skills and ability to prioritize multiple tasks, follow projects through to completion, and work with minimal supervision.
11. Knowledge of federal and state financing requirements, compliance, and tax credits.
12. Ability to be relied upon to be available for work, which will include meetings and events outside of normal business hours.