

Housing Development Manager
Metro West Community Development Office
Job Description

REPORTS TO: Housing Director

SUMMARY OF POSITION DESCRIPTION

The Housing Development Coordinator is responsible for coordinating the redevelopment of vacant and abandoned housing and the development of new housing in the Stockyard, Clark-Fulton & Brooklyn Centre neighborhoods.

PRINCIPAL RESPONSIBILITIES:

- Research the acquisition of vacant housing, including: property ownership, title, liens, zoning, environmental issues and tax delinquencies for potential acquisitions through tax foreclosure proceedings
- Maintain database of vacant /abandoned housing through site visits to inspect properties to assess their marketability for redevelopment and tracking pending foreclosures
- Negotiate the purchase of real estate from current owners, negotiate the release of liens and other encumbrances, and coordinate receivership cases for development
- Coordinate transfer and rehabilitation of vacant houses by private sector and non-profit developers:
 - Prequalify developers to verify track record of high quality rehabilitation and financial capacity
 - Distribute RFPs (Requests for Proposals) for the transfer of vacant houses and select the best proposal for the market
 - Inspect houses during rehabilitation and at completion of construction to verify quality standards
- Facilitate housing development by assisting with:
 - coordinating community meetings
 - financing through banks and non-profit lenders
 - marketing to prospective residents
 - coordinating City approvals including Design Review, Planning Commission, permits, and other assistance as needed
- Work with private sector and non-profit development partners
- Work with the community to identify and preserve historic housing stock in the service area
- Provide technical assistance and support to the Metro West Housing Committee
- Work to achieve voluntary compliance with building codes and refer noncompliant properties to City departments for nuisance abatement
- Provide testimony at Housing Court regarding property status
- Provide testimony and recommendations about properties at Board of Building Standards and Board of Zoning Appeals hearings
- Other duties as assigned

REQUIRED QUALIFICATIONS:

- Bachelor's Degree in Urban Planning or four years' experience in a related field
- Candidates must possess excellent oral and written communication skills and have the ability to deal with public and private officials and negotiate complex transactions
- Must be proficient in spreadsheet analysis (Microsoft Excel) and proficient in word processing (Microsoft Word). Knowledge of Microsoft Access and Microsoft Publisher is a plus
- Must be self-motivated, able to work independently, innovative, and able to "think on your feet"
- Firm understanding of real estate markets and property sales/purchase procedures
- Availability and willingness to work flexible schedule including evenings and weekends
- Local travel and some out-of-town travel required
- Driver's license and insured automobile in good condition

PREFERRED QUALIFICATIONS:

- Fluency in Spanish
- Minimally two years of background in real estate transactions, understanding of real estate financing, knowledge of housing construction.
- Experience in housing and community development in a non-profit, government, banking or development capacity. Previous experience should include real estate sales and acquisitions, real estate finance or related field. Experience working in urban communities is a plus.
- Master's Degree in Urban Planning, Real Estate Development, or related field

PHYSICAL DEMANDS

Ability to operate a computer and keyboard. Ability to operate a motor vehicle or equipment. May require reaching, standing, walking, fingering, grasping and feeling, and the ability to lift or move objects up to 20 pounds. May require vocal communication for expressing or exchanging ideas, hearing to perceive information at normal spoken word levels, visual acuity for color perception, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

WORKING CONDITIONS

Availability for extended hours during peak periods and attendance at evening and week-end meetings. Exposure to inside and outside environmental conditions. The office is located in a smoke-free facility.

This position description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of Detroit Shoreway Community Development Organization. Since no position description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder's responsibility.

EQUAL OPPORTUNITY

Detroit Shoreway Community Development Organization is an Equal Opportunity Employer.

COMPENSATION

- Salary commensurate with experience; \$40,000 to \$45,000 annually
- Twelve days of paid time off (Prorated during first year of employment)
- Holiday pay including New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, the Fourth of July, Labor Day, Thanksgiving, the Friday after Thanksgiving, and Christmas Day plus the days between Christmas and New Year's Day.
- Employer contribution to 403(B) retirement program. Employer will provide a 50% match to the Employee's contribution up to a maximum of 3% of the employee's annual salary.
- Competitive health insurance offered with employer contribution.
- Long term disability benefits

Please e-mail or mail cover letter and resume to:

Kris Harsh
Metro West Community Development Office
3167 Fulton Road, Suite 303, Cleveland, Ohio 44109

Email: khmarsh@dscdo.org

***No phone calls**