



POSITION TITLE: Assistant Director of Community Engagement & Development	REPORTS TO: Director of Community Engagement and Development
DEPARTMENT: Development	FLSA STATUS: Exempt

Triple C Housing, Inc. is a 501c3 community housing development organization (CHDO) focused on expanding affordable housing opportunities complimented by supportive services to individuals, families and veterans impacted by a disability, who are experiencing homelessness or long-term hospitalization. The supportive services are provided in the home and community at-large, and focus on wellness and recovery to achieve positive outcomes in overall health, self-sufficiency and housing stability. Services are flexible and strengths based to meet the unique needs of persons served and are established collaboratively with each service recipient. For nearly 45 years, Triple C Housing has supported the most vulnerable individuals and families to break the cycle of homelessness or institutionalization by developing high quality affordable housing and providing exceptional care. Triple C Housing is a well-founded, grass-roots organization that has helped to make the dream of living independently with dignity become a reality for those they serve throughout Middlesex, Monmouth, and Ocean counties.

## EXPECTATIONS

Understand and follow Triple C Housing's Compliance Plan, employee handbook, policies, procedures and rules, and its mission, vision, and values by exhibiting the following behaviors: excellence and competence, collaboration, innovation, respect, personalization, commitment to our community, and accountability and ownership. **This position requires the ability to operate a motor vehicle as it will be required to travel across the State of New Jersey to oversee projects.**

## OVERVIEW

Under the direction of the Director of Community Engagement and Development (Director), the Assistant Director plans, organizes, controls, integrates, and directs the operations and activities of the organization's housing & real estate development programs; oversees the agencies expansion of partnerships with affordable housing developers across the State for housing development and general supportive services; ensures compliance with federal, state and local laws and regulations and policies and procedures; acts as liaison with federal, state and community agencies regarding real estate acquisition, development, construction, operations, and contracts/memorandums of understanding; represents organization with a broad range of business, community and financial organizations, governmental agencies, funding sources and other entities; and performs related duties as assigned. This includes all real estate related activities, including acquisition, funding and development/construction of affordable housing projects and the coordination of operational management, as well as interfaces with financial and administrative operations, to contribute to Triple C Housing's mission and purpose in the community.

## RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class of operations.

### Community Engagement:

- In coordination with the Director, responsible for representing Triple C at conferences, meetings, and external gatherings with community partners regarding the agency's housing development related activities.
- Assist Director with maintaining policies and procedures related to community engagement activities, and coordination of engagement with consultants, legal counsel, and other professional services related to these activities.
- Oversee the preparation and execution of memoranda of understandings, partnership agreements, other contracts with affordable housing developers for general services.
- Review and approve compliance reporting to affordable housing development partners.
- Coordinate expansion of Triple C general services through effective marketing to potential development partners.

Housing Development:

- Assist Director with overseeing Triple C development staff and affordable housing development activities utilizing various funding sources available at the federal, state, county, and municipal level.
- Plans, organizes, controls, manages, coordinates and evaluates the work of Triple C's real estate development, acquisitions, finances, and construction operations; establishes operational plans and initiatives to meet real estate development goals and objectives; implements project plans, work programs, processes, procedures and policies required to achieve overall departmental results; coordinates and integrates departmental functions and responsibilities to achieve optimal efficiency and effectiveness; develops and monitors performance against program and project budgets.
- Establish and maintain effective working relationships with management, departmental managers and staff, representatives of governmental and community agencies, community and business leaders, local elected officials, representatives of funding agencies, the media, tenants, the public and others encountered in the course of work;
- Leads and directs the activities and project management of affordable housing/real estate development and rehabilitation; formulates development concepts; analyzes opportunities and constraints for alternative real estate development scenarios and sites; conducts feasibility analyses; develops financial proformas for potential projects; oversees the establishment of development project plans and budgets; ensures real estate project compliance with applicable land-use laws, financing requirements and regulatory requirements; conducts real property negotiations and transactions, interfacing with various divisions and departments; writes grant proposals to secure funding.
- Reviews plans and specifications with property owners, contractors, and building inspectors; Gives technical assistance to owners and occupants on all phases of construction;
- Oversees the preparation of cost estimates required for competitive bidding; Inspects construction and rehabilitation projects for compliance with workmanship standards, specifications, codes, property rehabilitation standards, contract conditions, and progress payment disbursements; Reviews and approves contractors pay requests;
- Evaluates change orders for cost to insure most effective use of funds; Prepares work change orders when any change is required in the job specifications and ensures that contractors comply with the change orders;
- Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
- Prepares or reviews and approves a variety of reports and staff documents.

**KNOWLEDGE/SKILL/ABILITY**

- Ability to handle multiple projects and prioritize accordingly; organized; detail-oriented with strong administrative skills.
- Principles and practices of management, including business planning, budgeting, purchasing, contracting and maintenance of records.
- Principles and practices involved in real estate acquisition, financing, development and construction; principles and practices of project planning and reporting.
- Understand, interpret, explain and apply federal, state and local policy, law, regulations and court decisions applicable real estate acquisition, development funding and construction, as well as low-income housing operations.
- Ability to work in a fast paced and rapidly changing environment.
- Effective communicator (written and oral), with the ability to exercise critical thinking skills and exercise sound judgment in decision making.
- Demonstrate and promote cultural sensitivity and professionalism.

**REQUIREMENTS**

- Bachelor's degree required with major course work in business, finance, real estate development, or related field. Master's degree preferred.
- Minimum of five years of progressively responsible experience in affordable/low-income housing and/or real estate experience required including experience with affordable housing finance, grant programs including, but not limited to: Low Income Housing Tax Credits (LIHTC), HOME Program funds, Redevelopment, Community Development Block Grant (CDBG), MHP, HUD, AHP and other public and private programs.
- At least three years of experience in management or project management capacity.
- Experience providing services to and/or dealing with sensitive populations (veterans, special needs, etc.) preferred.
- Knowledge of Microsoft Office and ability to navigate technology.

- Possess valid driver's license in state of residence with driving report in compliance with Agency policy.

### **PHYSICAL REQUIREMENTS**

- Use of standard office equipment (telephone, fax, computer, copier, etc.).
- Ability to operate a motor vehicle safely, using defensive driving techniques.
- Some lifting may be required, in addition to walking, standing, sitting, stooping, bending and driving.

Print Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties as requested by their supervisor in accordance with Triple C Housing guidelines.

Requirements are representative of minimum levels knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

This document does not create and employment contract, implied or otherwise, other than an "at-will" employment relationship.

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