



## **Director of Housing**

The Director of Housing provides a critical bridge between Haywood Street Congregation (HSC) and Haywood Street Community Development (HSCD). This person serves as the primary staff liaison for HSCD. They support the HSCD board in performing its core functions and oversee all aspects of the organization's housing development work. Scope includes providing oversight for current projects while cultivating new opportunities to develop affordable housing designed with dignity and built for belonging.

**Supervisor:** Haywood Street Congregation Executive Director

### **Duties and Responsibilities:**

- Oversee the creation and construction of new affordable housing communities on behalf of Haywood Street Community Development, always in collaboration with other entities.
- Serve as the primary staff contact for the Haywood Street Community Development board of directors.
- Provide HSCD board members with information needed to fulfill their roles.
- Provide overall supervision for the property management of housing communities owned by HSCD.
- Assist with the development of property management guidelines and policies for HSCD properties.
- Assist the HSCD board with tasks such as new member recruitment and orientation and long-range planning.
- Provide regular updates to HSC board regarding HSCD's activities.
- Develop, expand and support relationships with strategic partners including the city of Asheville, Buncombe County, and Dogwood Health Trust.
- Represent HSCD on boards and committees concerned with affordable housing in the city of Asheville.
- Cultivate funding to support future developments, in collaboration with HSC fundraising and communications staff.
- Ensure timely payment of invoices and proper accounting of expenditures for HSCD's housing development activities.

- Negotiate relationships with lenders and other funders, ensuring compliance with all reporting requirements.
- Manage government grants and contracts.
- Take the lead on preparing HSCD's application for low income housing tax credit (LIHTC) funding.
- Collaborate with HSC staff to share the story of Haywood Street's affordable housing development work and its unique approach to cultivating community and helping to restore dignity through this work.
- Collaborate with HSC staff to raise private equity for HSCD housing developments.
- Ensure that all actions undertaken by HSCD are in line with its stated purpose, overall vision and mission.
- Other duties as assigned.

**Desired Skills and Qualifications:**

- Bachelor's Degree
- Strong financial and mathematical skills
- Ability to read and understand pro forma financial statements
- Be organized, able to multi-task and have outstanding time management skills
- Have exceptional communication and interpersonal skills
- Experience with and affinity for working with low-income and socially marginalized populations
- Demonstrated ability to build positive relationships and networks with government officials, financial institutions, philanthropic foundations, business leaders, other non-profits, community advocates, and neighborhood residents.
- Be able to work within a diverse community and appreciate different perspectives
- Have experience working in the field of affordable housing and/or property and asset management
- Familiarity with homelessness and issues involving housing insecurity
- Appreciate that people and problems are always contextual
- Be flexible and adaptable
- Understanding and acceptance of Haywood Street Congregation's mission and ministry

**Compensation and Benefits:**

- This is a full-time, 40 hour per week position with salary in the range of \$65,000 - \$70,000.
- Benefits include eligibility for group health and dental insurance plans, retirement plan with employer match and generous paid time off policies.