

The United Planning Organization (UPO) is the designated Community Action Agency for Washington, District of Columbia, and has served the residents of the District since 1962. Our **Vision** for the future is “UPO’s Washington: A city of thriving communities and self-sufficient residents”; our **Mission** is “Uniting People with Opportunities.”

All qualified applicants are encouraged to apply for this position or any other position currently advertised on our website. Please visit us at www.upo.org to view all of our vacancies and to learn more about our company and services.

Position: DIRECTOR, AFFORDABLE HOUSING
Division/Office: OFFICE OF PRESIDENT AND CEO
Bulletin No: 03022019
Salary Range: COMMENSURATE WITH EXPERIENCE
Opening Date: FEBRUARY 8, 2019
Closing Date: OPEN UNTIL FILLED
First Source: N/A

BRIEF DESCRIPTION:

Perform financial analyses and forecast to be used by executive management and the Board of Directors to develop strategies to increase the availability of affordable housing stock for residents of the District of Columbia.

CRITICAL FUNCTIONS AND DUTIES:

Identity and update on an ongoing basis, market rate costs associated with the provision of affordable housing

Screen marketplace to identify potential team members for cost. Determine appropriate baseline cost using government and marketplace databases. Assess current trends in lending markets to determine opportunity financial cost. Secure and maintain zoning regulations that impact density and land use. Maintain construction labor cost trends. Develop an internal data base to reference cost as needed

Develop Feasibility Studies on UPO held and other opportunity properties

Analyze opportunities to create housing on various parcels. Prepare studies consistent with the development approaches of the mayoral administration. Consider income producing strategies that reduce the ongoing cost of housing affordability. Provide assumptions using multiple public and private funding/grant/financing streams.

Develop Key Marketplace Partnerships to aid in Facilitating Opportunities

Partner with UPO CFO to identify key financial institutions. Partner with UPO’s General Counsel to identify legal teams that support development. Identify intermediary funders and financiers who specialize in supporting affordable housing. Develop a relationship with key partners at DHCD, LISC and DCHFA.

Regional Marketplace Analysis

Be abreast on matters of special policies or covenants regarding affordable housing. Explore best practices used to improve housing affordability

Develop an Asset and Portfolio Management System

Partner with UPO Office of Business Management to secure a Risk Management System for properties. Perform an industry based inspection of properties. Ensure that a regular system is in place to protect UPO's assets. Evaluate the performance of each property and make recommendations to executive management. Assess the various legal structures within UPO and determine the appropriate vehicles to advance the objectives of the office.

Transaction Due Diligence

Manage data from cross functional teams. Maintain official records of all transactions and store as appropriate. Based upon compliance standards, develop schedules and share with appropriate office. Monitor assets and revenues to ensure projects are met. Coordinate with assigned management office to ensure compliance. Meet all organization, state and federal compliance requirements

MINIMUM QUALIFICATIONS:

Bachelor's degree in planning, business or economics, and fifteen (15) years of experience in financing, property development and planning, in addition to having demonstrated ability to direct, manage, inspire and coordinate partner activities. Demonstrated excellent verbal and written communication skills, strong interpersonal skills, effective planning and organizational skills, along with technological competence and data management systems.

DESIRED QUALIFICATIONS:

Master's degree in business administration, real estate or economics. Ten (10) years of experience in land planning, financing and property development.

OTHER REQUIREMENTS:

In the event that an offer is extended, the candidate will be required to successfully complete a criminal background check and/or FBI fingerprinting, as well as pre-employment drug screening, as applicable for the position.

This position *IS NOT* covered by the collective bargaining agreement with the CWA union.

To be considered for this position:

Submit your resume to upojobs@upo.org or fax your resume to 202/319-3237.