

## What is the United Planning Organization?

The United Planning Organization (UPO) is the designated Community Action Agency for the low-income residents of Washington, DC. 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.” UPO is one of our nation’s more than 1,000 Community Action Agencies (CAAs) dedicated to fighting the War on Poverty. Established under President Lyndon B. Johnson in 1964, CAAs have provided direct support to more than 34 million people in need.

## UPO’s Community Action Promise

Community Action changes people’s lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

## Who are We Recruiting?

**The ideal candidate** will be expected to perform financial analyses and forecasts 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. Additionally, the candidate should have the ability to demonstrate superior skills in development/project and personnel management, ranging from sourcing development partners, project funding, entitlement, zoning and permitting, construction management, and exceptional community and partner relations. The Director of Affordable Housing must have and demonstrate superb attention to detail, a high level of accountability, and an ability to work autonomously.

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](http://www.upo.org) to view all our vacancies and to learn more about our company and services.

**POSITION:** **Director, Affordable Housing**

**DIVISION/OFFICE:** Executive Office

**BULLETIN No:** 05022022

**SALARY RANGE:** Commensurate with experience

**OPENING DATE:** February 17, 2022

**CLOSING DATE:** Open Until Filled

**FIRST SOURCE:** N/A

## JOB SUMMARY:

Perform financial analyses and forecasts 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.

## BRIEF DESCRIPTION:

On an ongoing basis, identify and update market rate costs associated with the provision of affordable housing. Screen marketplace to identify and forecast potential affordable housing stock development opportunities. Assess current trends in lending markets to determine opportunity financial cost. Develop feasibility studies on UPO held and other development or partnership opportunities. Analyze opportunities to create housing on available parcels. Prepare studies consistent with the development approaches of the mayoral administration and Office of Planning.

**BRIEF DESCRIPTION:** (continued)

Provide a risk analysis with all feasibility studies including exit strategies. Develop a calendar for each study and a critical path schedule. Develop key marketplace partnerships to aid in facilitating opportunities. Develop an asset and portfolio management system. Serve as staff liaison to the UPO Community Development Corporation and the Capitol Committee of the Board of Directors.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in Real Estate, Construction Management, Community Planning, Business, or Finance and ten (10) years in the Washington metropolitan region in commercial construction and housing related projects fifteen or (15) years of experience in financing, property development and planning. 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 Real Estate, Business, Construction Management or related field. Fifteen (15) years of experience in non-profit housing development experience in land planning, financing and property development and/or joint venture developments in Washington, DC. Experience leading development for an affordable housing firm with a proven track record of development in the Washington, DC metropolis. Ability to demonstrate superior skills in development/project and personnel management, ranging from sourcing development partners, project funding, entitlement, zoning and permitting, construction management, and exceptional community and partner relations. Must have and demonstrate superb attention to detail, high level of accountability, and an ability to work autonomously.

**OTHER REQUIREMENTS:**

If 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 and/or alcohol screening, as applicable for the position.

**POSITION ELIGIBLE  
FOR TELEWORK:**

YES (possibly and temporarily due to COVID-19, and based on UPO Telework Policy, position duties & program requirements)  NO

**To be considered for this position:**

Submit your resume to the Career Center [Apply Here](#)

**Special notice to all applicants:**

In accordance with the Mayor's Order (see reference below), every UPO employee, except for those with a medical or religious exemption, must be vaccinated by September 19, 2021. UPO abides by the requirements of all Mayor's Orders regarding COVID-19 Vaccinations; the Orders relate to the program under which you will work.

**Mayor's Order 2021-099 - COVID-19 Vaccination Certification Requirement for District Government Employees, Contractors, Interns, and Grantees**

**ALL VISITORS TO ALL UPO FACILITIES:**

- 1. Must Wear a Mask While on UPO Premises.**
- 2. Must Practice Social Distancing.**

**3. Will Be Subject to Temperature Scanning Upon Entering UPO Facilities.**