
Milford Housing Development Corporation

Job Description – Housing Specialist

Position:	Housing Specialist
Location:	Delaware
Classification:	Full-Time, Exempt
Immediate Supervisor:	Vice President

Description:

Milford Housing Development Corporation (MHDC) is a value-driven, nonprofit, affordable housing developer and program provider, offering a full-continuum of housing-related services, meeting the needs of the community for over 40 years. The agency is known for an open-minded approach, commitment to quality, and its caring passion for clients and staff alike. While this job description describes the typical duties and responsibilities of the position, there will be times when this position will be called on to do other and/or additional tasks for the organization in order to carry out MHDC's mission.

The Housing Specialist has primary responsibility for a full range of property management and development activities relating to affordable multi-family housing development projects.

Duties and Responsibilities

Specific:

- Develop and execute strategies for project acquisition and financing.
- Prepare financial, physical, and entitlement feasibility analyses of potential, affordable, multi-family housing sites and developments.
- Negotiate with property sellers.
- Secure all necessary permits for real estate development.
- Prepare loan, grant and any other necessary financing packages including low-income housing tax credit applications.
- Work with public and private lenders to secure pre-development, bridge, construction and permanent financing.
- Supervise architects, general contractors, and all other real estate development consultants.
- Represent MHDC before public agencies, elected officials, community groups and financial institutions.
- Monitor and inspect construction work, assure high quality work, and meet project schedules.

- Inspect multifamily units as needed.
- Prepare, plan, and execute tenant relocation as needed.
- Coordinate and prepare property management oversight documents.
- Work with Syndicators, Asset Managers and Property Managers to:
 - assure a smooth transition to operations for new multi-family units.
 - review current portfolio performance against capital/revenue goals.
 - identify needs and build project plans for ongoing redevelopment.
 - identify properties for potential future acquisition.
- Develop and initiate community acceptance strategies for projects.

General:

- Position may require the use of personal vehicle for travel, employees must maintain a valid driver's license and auto insurance.
- Maintain working knowledge of appropriate regulations and keep abreast of federal, state, and local housing development and financing programs.
- Abide by and comply with company policies and personnel manual.
- Provide timely, detailed status reporting to Vice President and other interested parties.
- Communicate in a professional manner in all written and oral interactions.
- Accomplish established work plan and objectives.
- Requires flexible work locations.
- Must maintain continuing education requirements for affordable housing accreditation and fair housing.
- Maintain professional quality written correspondence, memos, proposals, etc.
- Maintain professional quality oral communication.
- Work individually with diligence to accomplish established work plan and objectives.
- Empathy and understanding for low-income people and the difficulty attaining decent, affordable housing.
- Demonstrated ability in word processing and spreadsheet computer skills.
- Courteous and businesslike manner in dealing with the public and co-workers.

Qualifications

- Bachelor's degree in urban planning, business or a related field and/or equivalent experience. Background in housing or real estate development, architecture, planning, business, housing finance or related field is required.
- Three or more years of experience in affordable housing, real estate development and/or financing of multi-family housing; demonstrating strong knowledge of affordable housing real estate development, affordable housing funding programs, real estate finance, construction, permitting and entitlement processes, and community acceptance strategies.
- Experience with preparation and analysis of pro forma financial spreadsheets and other relevant financial and physical analyses of low income multi-family housing developments.

- Experience with preparation of financing and equity applications for lenders, regulatory agencies and limited partner investors.
- Thorough working knowledge of federal, state, local and private financing sources and low income housing programs, including low income housing tax credits.
- Initiation and maintenance of effective, cooperative working relationships with public and private lenders, private management companies, social service providers, other nonprofit organizations and low income tenants.
- Position requires some daily, evening and occasional overnight travel.

Physical Requirements:

- While performing the duties of this position, the Housing Specialist is required to work in an office environment and in the field.
- Requires regular use of a telephone, computer keyboard, mouse, and calculator.
- Requires sitting and standing frequently, and walking, lifting and/or moving up to 15 pounds occasionally.

Note: Direct deposit of pay is a condition of employment. Failure to agree to participate in direct deposit will result in the withdrawal of offer of Employment.

I have read and understand the responsibilities detailed above and I also understand that my duties are not limited to the above but include any other tasks required or assigned.

Name (Printed)

Signature

Date