

## **Director of Mixed Income Housing Job Description**

**Job Title:** Director of Mixed Income Housing  
**Reports to:** Senior Director of Community Development  
**Salary range:**  
**Classification:** Exempt                      **Status:** Full-time/Hybrid schedule  
**Date Updated:** January 2025              **Weekly Hours:** 40

### **Our Mission**

Focused Community Strategies partners with under-resourced neighborhoods to provide innovative and holistic development that promotes flourishing communities and God's *Shalom*.

### **Organizational Overview/Leadership**

Focused Community Strategies (FCS), a non-profit, place-based community development organization, works within a defined footprint to promote conditions necessary for its neighbors to flourish. The Director of Mixed Income Housing is an engaged member of the Director's table, collaborating with Senior Leadership, other FCS directors, and key community partners while overseeing the operations of the department. He/She is responsible for developing and implementing strategies, making major decisions, and ensuring the organization meets its goals and objectives. The Director is expected to demonstrate a high level of commitment to team development and care for the neighbors impacted by FCS's community development efforts at all times.

### **Position Summary**

Focused Community Strategies (FCS), a non-profit, place-based community development organization, works within a defined footprint to promote conditions necessary for its neighbors to flourish. Key in doing so is its mixed-income affordable housing work, which creates affordable home buying and rental opportunities for residents. In alignment with FCS's mission and values, the Director of Mixed Income Housing is responsible for the planning, managing, directing, and coordinating the activities and operations of FCS's affordable housing development and key activities and initiatives to include construction, Legacy Home Preservation and Repair, home sales and rental lease-up, and homebuyer education and prequalification preparation.

### **Essential Functions, Duties, and Responsibilities**

#### **Strategic Leadership:**

- Oversee the entire lifecycle of affordable housing projects, including feasibility analysis, due diligence, funding applications, and project execution.
- Oversees the organization's annual and long-term real estate development plan; assigns work activities, projects, and programs; monitors progress, reviews and evaluates methods, procedures, and results.
- Manage predevelopment, construction, and lease-up phase of projects
- Develop knowledge of local regulations, secure capital and operational funding, and lead community engagement efforts to align projects with local needs.
- Ensure compliance with organization's design standards and quality benchmarks at each project phase and maintain alignment with FCS's core principles.
- Maintains a deep understanding of the housing and development landscape, including current and potential funding options and models
- Leads the development and administration of the department's budget; reviews and recommends revisions to needed budget proposals.
- Set clear goals, objectives, and performance metrics, for affordable housing production within the FCS footprint.
- Monitor trends and adjust strategies to ensure progress toward and achievement of affordable housing goals and overall impact.

#### **Portfolio and Asset Management**

- Guide the organization's strategy on property acquisition, rehabilitation, and asset sustainability, ensuring long-term financial and operational health.
- Promote the well-being of residents and integrate racial equity goals into housing initiatives, emphasizing inclusive community engagement.
- Address resident complaints and conflict resolution

**Partnership Building:**

- Foster and maintain collaborative relationships with local residents, community based organizations, local governmental entities, affordable housing providers, local housing nonprofits, and community groups.
- Act as a bridge to streamline efforts in addressing neighborhood affordable housing challenges.
- Create synergies for shared resources, joint initiatives, and collective advocacy.
- Enhance the reach and impact of FCS's affordable housing efforts through strong partnerships.

**Policy Advocacy:**

- Advocate for policy changes at local, state, and national levels affecting the ability to develop, implement and provide quality affordable housing.
- Engage with policymakers and participate in coalitions.
- Ensure policies reflect community needs.

**Grant Management:**

- Where appropriate, collaborate with FCS's development team in requested areas of the full grant lifecycle, from identifying funding opportunities, contributing to writing proposals and the management of awarded grants.
- Ensure effective use of allocated grant funds to support FCS's affordable housing initiatives.
- Establish and track performance metrics for affordable housing initiatives, conducting regular site visits, analyzing data, and preparing detailed reports for FCS leadership, the Board, and stakeholders.

**Compliance, Financial Management, and Reporting**

- Ensure compliance with federal, state, and local housing regulations, including funding source requirements and housing laws.
- Develop and manage budgets for housing projects, overseeing financial planning, grant applications, and fund development efforts.
- Maintain accurate records and documentation for housing projects, preparing regular reports for senior management

**Team Leadership:**

- Supervise and support the housing team, providing guidance and professional development to enhance staff performance and expertise.
- Train and mentor staff to ensure efficient project management and adherence to best practices in affordable housing.
- Promote a culture of collaboration and mission-driven performance within the housing team and across departments.
- Facilitate staff training on housing regulations, community development practices, and sustainability measures.
- Assists in creating a positive and supportive work environment; enforces a safe workplace; establishes a culture of teamwork and communication; creates a workplace that promotes the organizational values of workplace diversity, equity and inclusion and actively promotes an environment respectful of living and working in a multicultural society.

**Community Engagement:**

- Serve as a visible representative of the organization in public forums and establish strong relationships with community residents, funders, financial institutions, contractors/developers, state and local officials, and other partners.
- Develop partnerships with culturally specific and service-oriented agencies to create housing solutions that respond to diverse community needs.
- Lead public outreach and community education efforts to promote organizational projects, working closely with the Director of Development to bring awareness of FCS' affordable housing work.

**General Duties and Requirements:**

- Provide excellent financial stewardship for all resources, address all compliance issues, and maintain the transparency necessary for a community-based non-profit.
- Maintain confidentiality.
- Be a positive FCS representative and ensure the organization and its mission and initiatives are consistently presented in strong, positive ways to the internal team, partners, and relevant stakeholders.

## Education and Experience

**Education** – Degree in related field.

**Experience** – Minimum of 5-7 years of experience in affordable housing development, with at least 3 years in a leadership role. Experience working with diverse populations and in place-based community development is highly desirable.

### Knowledge, Skills, and Abilities

- **Committed to:** Personal growth and development, living out FCS's organizational core values, and collaborating not just within the team of responsibility, but across all internal teams.
- **Place-based Community Development:** Key understanding of the principles of holistic place-based community development.
- **Affordable Housing Expertise:** Deep understanding of affordable housing principles, including acquisition, financing tools (e.g., LIHTC, HUD programs, CDBG, HOME), single-family and multi-family construction, asset management. Knowledge of housing development laws, compliance standards, and land use regulations.
- **Collaborative Skills:** Strong ability to engage and build partnerships with diverse stakeholders, including affordable housing developers, local government agencies, and public and private funding sources.
- **Leadership:** Proven ability to lead, inspire, and manage teams toward achieving strategic goals.
- **Neighboring:** This position requires the Director to be an active participant in the community and with community residents. The Director will attend and may participate in the planning of after-hours community meetings, community events, and other community functions that support neighborhood community building efforts organized by FCS, community members and partners.
- **Community Engagement & Communication Skills:** Ability to effectively engage community residents and build trusting relationships. Excellent verbal and written communication skills, with the ability to present complex information clearly to diverse audiences.
- **Analytical Abilities:** Skilled in using data to drive decision-making, with experience in evaluating affordable housing development outcomes and trends.
- **Project Management:** Strong organizational skills and experience managing multiple affordable housing development projects or initiatives simultaneously.
- **Grant Writing & Management:** Experience in strategic planning, budgeting, grant writing, and fundraising.

## Compensation & Benefits

- **Salary Range: \$85,000 - \$95,000**, annually depending on qualifications and experience  
Full-time/Exempt – 40 hours/week  
Hybrid Schedule

### Benefits:

- Employee health insurance - 100% employer paid
- Employee dental insurance - 100% employer paid
- Employee \$25K life insurance - 100% employer paid
- Employee long-term disability - 100% employer paid
- Vision insurance, Short Term Disability - 100% employee paid
- 403b Retirement Plan - 100% employee contribution
- 216 hours paid time off annually

Interested applicants should submit their résumé and apply [here](#).

No Calls or Emails Please