



JOB TITLE: SENIOR DIRECTOR OF HOUSING DEVELOPMENT & FINANCE

YEARLY SALARY: \$155,000 - \$170,000

GENERAL FUNCTION:

The **Director of Housing Development & Finance** is a senior leadership role responsible for guiding the organization's affordable housing growth strategy, executing real estate acquisitions and development, securing complex capital sources, and ensuring high-quality project delivery. This position serves as a key strategic partner to executive leadership and works cross-functionally to advance mission-aligned housing initiatives.

KEY RESPONSIBILITIES:

Strategic Development & Market Opportunity

- Identify and evaluate acquisition and development opportunities that advance organizational and community goals.
- Lead feasibility and market analysis to support strategic housing investments.
- Inform and support long-term housing portfolio strategy with data and trend analysis.

Financing, Capital Structure & Funding

- Lead the development and execution of financing strategies including LIHTC, tax-exempt bonds, conventional debt, grants, and other public and private funding streams.
- Prepare competitive funding applications and negotiate terms with lenders, equity partners, and public agencies.
- Manage closing processes and maintain strong relationships with financing partners.

Project Oversight & Delivery

- Oversee project delivery from pre-development through occupancy and stabilization.
- Coordinate with architects, consultants, general contractors, and internal stakeholders to ensure compliance with schedules, budgets, and regulatory standards.
- Implement risk management practices to protect project outcomes.

Regulatory Compliance & Reporting

- Ensure all development and financing activities comply with relevant federal, state, and local housing laws and funding requirements.
- Lead reporting to funders, governing boards, and compliance authorities.

Partnerships & External Engagement

- Build and sustain relationships with community partners, local officials, lenders, developers, and advocacy organizations.
- Represent the organization in community forums and partnership discussions.



Team Leadership

- Supervise and mentor development and finance staff as assigned.
- Foster a collaborative and high-performance team culture.

ESSENTIAL QUALIFICATIONS:

Education

- Bachelor's degree in Real Estate Development, Urban Planning, Finance, Public Administration, Business, or related field required.
- Master's degree preferred.

Experience

- 7–12+ years of progressive experience in affordable housing, real estate development, or housing finance.
- Demonstrated success in securing and managing complex housing finance structures (LIHTC, tax-exempt bonds, public capital, etc.).
- Experience leading projects to successful closings and occupancy.

Knowledge & Skills

- Deep understanding of affordable housing finance, development processes, and regulatory compliance.
- Strong financial analysis, underwriting, and pro forma modeling skills.
- Excellent leadership, communication, and stakeholder engagement skills.

Working Conditions

Works in an office environment with a professional business dress policy. Occasional travel required to attend conferences, meetings and workshops. Must have a vehicle, current driver's license, and proper insurance.