

JOB DESCRIPTION

Job Title	Housing Manager		
Supervisor's Title	Executive Director		
Department	Housing	Grade	N/A
FLSA Status	Exempt	Date Revised	March 5, 2018

POSITION PURPOSE	Reporting to the Executive Director, the Housing Manager is responsible for overseeing and coordinating the affordable housing programs provided by Denver Urban Renewal Authority. This includes overseeing the administration of federal and grant funded housing programs, contract administration and portfolio management while maintaining compliance with applicable laws and regulations.
ESSENTIAL DUTIES	<ol style="list-style-type: none"> 1. Management, administration, budgeting, coordination, and marketing of a variety of housing programs. 2. Lead, supervise, and direct the Housing department staff including the Construction Supervisor, Loan Specialists and Intake Specialist. 3. Establish policies and procedures to facilitate efficient operations of the department. 4. Approve loans, audit loan files, provide guidance and advice on complex loan issues, manage marketing of loan programs. 5. Develop and track program budgets for each program administered; compile and/or approve monthly, quarterly and annual reports. 6. Assist in the development and implementation of the Authority's strategic plan related to the Housing department including, but not limited to, evaluation of program efficiency and delivery and new program development. 7. Prepare and respond to requests for proposals and negotiate contracts with contracting entity. 8. As a member of management team, assist in developing, updating and administering the Authority's operations and functions. 9. Perform other duties as required.
OTHER DUTIES	<ol style="list-style-type: none"> 1. Serve as primary point-of-contact for City departments and local housing agencies and responds to all inquiries regarding the Authority's housing programs. 2. Represent the Authority through community outreach by communicating with public officials and the general public to enhance the Authority's community profile. 3. Liaise with public and private community agencies to raise program awareness and pursue additional funding resources. 4. Represent monthly status report to the Board of Commissioners and participate in annual board retreat. 5. Participate on committees and special projects as required.

INCUMBENTS ARE HELD ACCOUNTABLE FOR ALL DUTIES OF THIS JOB

JOB SPECIFICATIONS

KNOWLEDGE/SKILLS AND EXPERIENCE

- Excellent communication skills (verbal and written); ability to effectively communicate in public.
- Strong supervisory and leadership skills; demonstrated ability to build productive teams of staff performing varied functions.
- Considerable knowledge of the principles and procedures of residential real estate lending.
- Sound knowledge of the administration of federal and grant funded affordable housing programs and appropriate compliance requirements.
- Considerable knowledge in analyzing and administering contracts and agreements.
- Demonstrated ability to work under pressure, multi-task conflicting demands, meet deadlines and work independently.
- Experience in budget preparation and monitoring.
- Demonstrated ability to prepare budget and statistical reports; ability to present information in a concise and understandable format.
- Demonstrated ability to successfully work in a sensitive political environment and deal with sensitive situations with tact and diplomacy.
- Demonstrated ability to work with governmental and private sector agencies.
- Knowledge of and experience in using Microsoft office, specifically Access, spreadsheets and customer relationship management (CRM) software.

Education – Bachelor’s degree in Business, Real Estate, Public Administration, Planning or related field. Graduate degree and/or evidence of continuing education desirable.

Experience – Five years’ experience managing affordable housing programs, including five years’ experience supervising staff. Three years’ experience working in Community Development, Finance or related field.

SUPERVISORY RESPONSIBILITY

- This is a supervisory position.

WORKING CONDITIONS

- Primarily office with occasional off-site meetings
- May be required to enter clients’ home
- May be required to use personal vehicle

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.