



Housing & Development Coordinator Job Description

Position Status: Full-Time Exempt, 40 hours/week or 30+ hours Part-Time

Reports to:  Executive Director

To apply: Send cover letter and current resume to personnel@racdc.com with

Subject line: Housing & Development Coordinator. The position will remain open until it is filled.

Position Description:

Located in Randolph, VT, the Randolph Area Community Development Corporation (RACDC) is a 501(C)3 nonprofit charitable organization that provides affordable housing, supportive wellness services, and economic development programs in Vermont's White River Valley. Our dynamic team seeks a full-time a Housing & Development Coordinator to assist in and transition to a leadership role in the development and operation of our housing portfolio and other potential community development projects, including project and program compliance. Projects will be shepherded from conception to completion, and, as appropriate, to long-term operation.

Equal Opportunity Employer:

RACDC practices equal opportunity in housing, employment, and other business practices. We welcome diversity and support career development. Candidates who do not feel they meet all the qualifications listed are still encouraged to apply. Aptitude, strong skills in some areas, a commitment to RACDC's mission, and a strong motivation to learn and take the necessary training can substitute for experience in some areas. RACDC is committed to promoting diversity and opportunity for everyone in our community and in our workplace, in the development of a strong team of dedicated professionals.

Core Position Responsibilities:

Assist in Compliance and Reporting

- Assist in maintaining compliance records and preparing grant reports
- Maintain files including private and sensitive information
- Assist in grant-writing and grant monitoring

Develop New Affordable Housing

- Work with team to select and potential development projects (housing and commercial) based on RACDC's mission, priority needs, project feasibility, and realistic development schedule
- Track project milestones, schedules, roles and responsibilities
- Assist in analyzing feasibility of projects and work with team to develop funding alternatives.
- Coordinate and assist with funding applications to appropriate grant sources and financing entities and represent RACDC with funders
- Assist with coordination and oversight of all activities necessary to project development including deployment of team resources, controlling costs, meeting grant conditions, attending to environmental testing, overseeing construction, etc...
- Maintain development budgets and schedules



- Comply with applicable procurement requirements, hire and supervise contractors, including without limitation engineers, architects, project consultants and general contractors
- Coordinate with other RACDC staff regarding project progress and ensure that co-workers have adequate notice to meet their respective responsibilities related to the project in a timely manner
- Monitor and effectively manage all development risks with the Executive Director and project team and request relevant risk assessments as needed
- Coordinate activities with development partners
- Maintain records and reports during project development phase
- Represent RACDC as appropriate to local and state government officials, planning commissions and other relevant groups
- Manage details necessary to ensure project completion in a timely and financially responsible manner
- Develop a thorough understanding of legal documentation and requirements related to affordable housing development and prepare for project closings
- Assist Executive Director and development teams (development consultants, design teams, property managers, construction managers and contractors), at all stages of development and transition to regular operations (projects can involve rental or single-family units, as well as community development projects)
- Present updates to the Board and secure approvals when needed
- Evaluate restrictions and opportunities for redevelopment in the existing development portfolio
- Train to be able to fully understand, track and eventually develop pro forma and rehabilitation budgets for projects

Technical Assistance & Outreach

- Maintain visibility, excellent relationships and good communications with funding sources, other non-profit organizations and the public
- Provide development consultation services to partner organizations as requested, define scope of work for development services contracts and complete contracted activities
- Represent RACDC in peer group and advocacy arenas in consultation with ED and COO
- Participate in community meetings as needed
- Perform other duties as assigned

Supervision

- Supervise, train, evaluate, coach and mentor staff as needed
- Oversee the activities of the development staff

Required Qualifications:

- Strong oral and written communication, networking and/or community organizing skills with an ability to reach a variety of audiences in an authentic and inclusive manner.



- Strong excel skills and competency with Microsoft Office Suite, database management, and ability to adapt to new applications of technology
- Ability to drive and maintain a valid driver's license and insurance
- Strong research and analytical skills
- Solid organizational skills and attention to detail are required
- Creative problem solving and critical thinking and problem-solving skills

Required Personal Skills or Commitment:

- Enthusiasm, dedication, and a strong personal motivation to make a difference
- Willing to train and learn relevant skills, and to self-assess when training is needed
- Proven ability to exercise sound judgment, show initiative in problem-solving, and achieve goals
- Committed to furthering fair housing and social and economic justice
- Ability to manage time effectively and work independently.
- Ability to work well in teams or independently and possess the ability to be a cheer-leader and bring a sense of humor and positive can-do attitude to the work
- Bring excellent interpersonal skills, relating to internal and external parties of all kinds
- Possess ability to self-direct, with strong attention to detail and commitment to excellence in work product while handling multiple projects at one time.
- The successful candidate must have the physical and mental abilities to perform the essential job duties listed here. However, reasonable accommodation may be extended to help perform those duties. The job entails some evening and weekend work, travel and long periods of sitting at a desk and computer work. While performing the essential duties of this job the successful candidate may have to use hands and fingers, walk, stand, reach, or lift up to 25 pounds. Travel to meetings and presentations, walking prospective sites and being on-site regularly during construction will be necessary. Wearing safety gear, specifically work shoes/boots and hard hat as needed may also be required.

Desired Job Qualifications:

- Project management experience, preferably with multi-stakeholder initiatives.
- A bachelor's degree with emphasis in public or business administration, economics, planning or similar course work and/or equivalent experience. Equitable work experience in construction, project management, budgeting or other relevant experience will also be considered.
- Experience with affordable housing development.
- Understanding of federal and state housing programs including the Low Income Housing Tax Credit program and HUD affordable housing programs.
- Experience in real estate negotiations and purchase.
- Experience with grant writing and management, and project coordination.

Compensation & Benefits:



This is a full-time, 40+ hour/week exempt position with some schedule flexibility. Remote work for a portion of the work week is possible provided duties are completed and communication is strong. A high degree of work independence is typical provided that achievements meet expectations.

RACDC's benefit package includes:

- Vacation, sick time, plus holiday shut-down and most federal holidays
- Employer sponsored dental and vision
- Employer sponsored, employee-directed benefit stipend
- Reimbursable work-related travel expenses
- Annual evaluation and raises based on performance
- Professional development opportunities

RACDC Standards of Conduct: As a representative of RACDC, I will...

- Demonstrate a commitment to the mission and values of RACDC, including justice and equity.
- Represent RACDC in a positive way by showing respectful in communication with others.
- Handle and protect highly sensitive, confidential information to protect the privacy of others.
- Adheres to all safety practices, rules and standards throughout the work day.
- Contribute positively to a professional and respectful office environment.

RACDC Mission Statement

Randolph Area Community Development Corporation (RACDC) is a nonprofit organization that unites the community behind initiatives which strengthen our region's social and economic assets, in order to enrich quality of life, instill pride and build confidence. We do this by promoting sound development practices and investment, creating affordable housing options, preserving environmental and historic resources, and leading in the revitalization of downtown and village centers.