

# FAMILIES FORWARD

DIGNITY • EMPOWERMENT • HOPE

**Job Title: Housing Development Director**

**Reports to: CEO**

**Education Requirement: Bachelor's Degree**

**Experience Required: Minimum of 5 years in program administration or housing development**

**Position is Exempt, Full Time**

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## **Job Summary:**

Families Forward is seeking a highly motivated individual who is committed, compassionate, willing to be challenged, wants to make a difference in the lives of others, and is committed to Housing First solutions to end family homelessness. The Housing Development Director (HDD) is responsible for developing the Affordable Housing program, real estate opportunities and sustaining relationships with housing communities across Orange County in order to access homes for client families. The HDD is a key position that ensures the growth and project management of Families Forward's affordable housing development, housing resources, and supportive services for affordable housing. The HDD is also responsible for developing strategies to gain access to additional properties and to ensure that Families Forward's clients have access to appropriate information related to acquiring and maintaining housing.

**Supervision/Evaluations:** Property Management, Housing Resource Manager/Housing Resource Specialists, and Affordable Housing Supportive Services

## **Essential Job Duties:**

### **Affordable and Market Rate Housing Development (60% of time spent)**

- Manage and collaborate with Housing Resource Manager to develop and cultivate relationships with housing partners with the goal of ensuring appropriate and sufficient homes for client families.
- Supervise the acquisition, management, development and operations of Families Forward's affordable housing and other real estate.
- Develop and manage the supportive services and partnership opportunities on affordable projects in collaboration with the Supportive Services Coordinator.
- Liaison with Families Forward staff to bridge and connect programs and resources.
- Monitor existing and new affordable housing financing sources including local, state, and federal funding.
- Represent the Housing Department at external events and ensure engagement with housing developers.

### **Strategic Development (40% of time spent)**

- Provide leadership in helping develop new ideas and strategies in working with other agencies, housing partners, colleagues and clients, monitoring trends and addressing needs of the community
- Develop and implement strategies that will increase program impact and housing stock.
- Keep current with industry trends and the operations all agencies associated with homeless services and affordable housing in Orange County and represent Families Forward's interests at meetings and other venues.

### **Staff Development, Budget, Finance and Data Management (10% of time spent)**

- Provide training, supervision and guidance to supervised staff
- Assist with the development of budgets
- Monitor financial transactions related to the affordable housing and community programs.
- Produce reports, reviews, and data analyses, as requested by grantors and the CEO.
- Evaluate and report to management, BOD, and others as indicated.
- Identify potential funding opportunities

## **Additional Qualifications:**

- Maintain valid California Driver License and Proof of State-mandated Auto Insurance.

Please send resume to Elizabeth Childs, Director of HR, at [echilds@families-forward.org](mailto:echilds@families-forward.org) No phone calls please.

**Note:** This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Management reserves the right to assign or reassign duties and responsibilities to this job at any time.