

# FAMILIES FORWARD

DIGNITY • EMPOWERMENT • HOPE

**Job Title: Housing Development Director**

**Reports to: Chief Program Officer**

**Education Requirement: Bachelor's Degree; Master's Degree Preferred**

**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 market rate 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 Manager/Supportive Services Coordinators

## **Essential Job Duties:**

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

- Manage and collaborate with Chief Program Officer and Housing Resource Manager to develop and cultivate relationships with housing partners with the goal of ensuring appropriate and sufficient homes for client families.
- Oversee and project manage acquisitions, rehabilitation, new construction of housing units, development, operations and lease-up of Families Forward's affordable housing and other real estate portfolio.
- Manage all aspects of housing development, including but not limited to feasibility analysis, program development, contract negotiation, consultant management, design development, funding applications, lender negotiations, entitlements, constructions management, community outreach, event planning, audit, track project budgets, schedules and in-kind donations
- Lead negotiations with contracts and in-kind donations with funders, vendors, trade partners, consultants and manufactures as implementing housing developments.
- In collaboration with Chief Program Officer to develop and track a pipeline of potential projects, including immediate and long-term plans for housing development.
- Develop and manage the supportive services and partnership opportunities on affordable projects in collaboration with the Supportive Services -Manager.
- Liaison with Families Forward staff and volunteers to bridge and connect programs and resources
- Monitor existing and new affordable housing financing sources including local, state, and federal funding. Review RFPs and RFQs for potential projects.
- Represent Housing team at the Board meetings, prepare committee and staff reports
- Represent Families Forward at external events and ensure engagement with housing developers, including industry events, local boards, advocacy organizations, city/state/federal elected officials, and external agencies.

### **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; in collaboration with Chief Program Officer.
- Keep current with industry trends and the operations of 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, coaching, supervision, and guidance to supervised staff.
- Assist with the development and monitoring of annual budgets.
- Monitor financial transactions related to the affordable housing and community programs.
- Implement annual strategic goals of the Housing Development team.
- Develop and implement operating procedures but not limited to project implementation, data and inter-departmental coordination.
- Produce regular reports, updates, reviews, and data analyses to CPO and as requested by stakeholders.
- Evaluate annual metrics 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 Marissa Hall at [mhall@families-forward.org](mailto:mhall@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.