

Housing & Community Development Executive Director

Date Opened	January 26, 2022
Filing Deadline	Until Filled
Salary	\$50.44 - \$61.25/hour (38-hour work week); \$99,669.44 - \$121,030.00/year
Employment Type	Contractual
Employer, Legal Entity	Housing Authority of St. Mary’s County, Maryland (“HASMC”)
Work Location	21155 Lexwood Drive, Lexington Park, MD 20653

INTRODUCTION

Resumes and cover letters will only be accepted by email and should be sent to careers@stmaryshousing.org. Postmarks are not accepted. Failure to submit a complete resume and a cover letter will result in disqualification. Qualified candidates with disabilities that require reasonable accommodation in the application process should contact Mari Fedele at (301) 866-6590, ext. 1434.

BACKGROUND

The mission of HASMC is: *Improving communities; optimizing & preserving affordable rental housing & home ownership combined with reducing household energy costs.*

St. Mary’s County, Maryland, (“St. Mary's County”) established in 1637, is a world-class center for research, development, testing and evaluation of aviation and unmanned and autonomous systems and the advanced manufacturing and aircraft modification industries. The county has over 200 high-tech aerospace and defense companies, and more aerospace engineers per capita than any place in the country.

Notwithstanding St. Mary’s County’s enviable resources, there remain areas of significant poverty and housing insecurity. In fact, several elementary schools in the county qualify for Title I federal grant support. Title I support provides academic support and assistance to students from high-poverty schools. Currently, there are five schools located in St. Mary’s County that are identified as a Title I school: George Washington Carver Elementary School, Green Holly Elementary School, Greenview Knolls Elementary School, Lexington Park Elementary School, and Park Hall Elementary School.

HASMC and its affiliates, primarily Four Rivers Community Loan Fund, Inc., must deploy a range of programs/services to meet changing needs in its community – St. Mary’s County. This includes enhancing the quality-of-life of County residents; while improving the economic, social and health needs at the county or community level. Paramount to these is the future well-being of HASMC, a fifty (50) year old independent legal entity partnering with local government, many non-profits, the Continuum of Care, banking-financial institutions, as well as State and Federal entities. HASMC works with its partners to create and preserve affordable housing, revitalize neighborhoods, preserve the County’s workforce, provide rental assistance and support veterans with housing options.

The seven (7) member Board of Commissioners (“Board”) for HASMC is seeking a motivated, thoughtful, and experienced professional leader to fill the vacant position of Executive Director. This core position must prudently manage the full operations and successfully lead the visions of HASMC.

THE POSITION (Exempt)

Under enabling Maryland State law and in concert with the Board, this position is a hands-on Executive Director and Secretary for HASMC. The position will collaboratively work with approximately twenty-four (24) employees, support consultants, and many vital partner agencies.

HASMC has a thirty-one (31) plus million-dollar asset portfolio operating in an enterprise fund accounting system involving bonds, tax credits, grants, property management and partnering agencies. To this, the Executive Director is responsible for Human Resources including planning, organizing, directing and supervising the work of HASMC. The selected candidate will be responsible for both the performance of direct professional work in affordable housing development, energy efficiency programs, homeless assistance collaborations, health & housing partnerships, rental assistance programs, a range of State and Federal programs and be responsible for supervising lower-level staff performing similar work. Work will include project review, underwriting, implementation, monitoring and ensuring a range of program compliances and quality control. Responsibilities will also include project and program planning, grant applications, environmental review, public relations, record keeping and preparation of required reports and other related duties as required. Overarching these duties will be the sound and successful financial management of HASMC.

This is a salaried at will position that is exempt from the minimum wage and overtime requirements of the Fair Labor Standards Act. Accordingly, the successful candidate will be paid on a salary basis and will not be eligible for overtime.

IDEAL CANDIDATE

In addition to meeting the minimum qualifications stated below, the ideal candidate will have demonstrated a track record of success in the following areas:

The ideal candidate will have a strong background in affordable housing and community development and have strong analytical skills, excellent writing skills, ability to work independently as well as collaboratively, be organized and detail oriented, comfortable with public

presentations and have sensitivity to working with people of different cultural backgrounds. Specifically, the ideal candidate will possess:

- Technical experience in financing affordable housing, including financial and feasibility analysis experience;
- Strong working knowledge of accrual accounting, current experience with accounting software, good working knowledge of generally accepted accounting principles, experience with achieving clean audits;
- Experience with Asset Management, Loan Portfolio, and knowledge of property management policies and procedures;
- Experience with policy and program development in the housing and community development field and knowledge of the affordable housing industry;
- Ability to clearly convey information and ideas through a variety of media to groups and individuals;
- Ability to use collaborative relationships to facilitate public policy in the affordable housing field;
- Ability to establish and monitor goals for team members as well as for self;
- Be a high energy, responsive and motivated team player with excellent interpersonal and communication skills;
- Facilitation skills to ensure that meetings serve business objectives while using appropriate interpersonal styles and methods;
- Excellent computer skills, including Excel, Word, Power Point and Outlook.

MINIMUM QUALIFICATIONS

Either I

Experience:

Seven (7) years of successful and direct operational management of people, regulatory, community partnering and building of partnerships, and effective financial operations in housing, community development and real estate.

Or II

Education:

Possess a Bachelor's degree from an accredited college or university in city, regional or urban planning, finance, applied economics, public administration, real estate, or a related field. If the Bachelor's degree is in related field, applicant must show academic studies nexus to housing and community development.

And

The equivalent of four years' full-time increasingly responsible professional experience in a management or administrative capacity in a housing or community development field, which included responsibility for directing the activities of subordinate staff, program budgeting, and

management of housing and/or community development activities. Work background must include a minimum of two years of supervision, lead or administrative experience.

NOTE: A Master's degree from an accredited college or university in city, regional or urban planning, applied economics, public administration, real estate, sociology, or a related field may be substituted for one year of the required non-supervisory experience.

Special Requirements:

Incumbents may be required to possess and maintain a valid Maryland Driver's License and may be required to drive in the performance of duties.

Incumbents may be required to attend night and/or weekend meetings.

KNOWLEDGE AND SKILLS

The most suitably qualified candidates will possess the following competencies:

Knowledge of:

- Principles and practices of public administration, including, procurement, budgeting, contract administration, and fiscal management;
- Principles and practices of supervision and Human Resources;
- Federal and State housing and community development regulations, including associated procedures and guidelines as they relate to housing and community development programs, and similar programs;
- Federal regulations, including associated procedures and guidelines as they relate to housing and community development programs, such as Community Development Block Grant, LIHTC program, Homeless Assistance, Special Needs Housing Programs and Federal Home Loan Bank programs;
- Principles and practices of homeless and special needs program development and operation;
- Local laws, regulations and policies pertaining to grant funding, land use controls and development;
- Lending practices, housing and community development financing services, including knowledge of real estate loan procedures and practices;
- Marketing concepts and practices related to community development programs;
- Techniques to facilitate development and preservation of affordable housing;
- Principles and practices of contract administration, including the development of contractual agreements, regulatory agreements, deeds of trust, promissory notes, disposition and development agreements, and owner participation agreements.

Ability to:

- Plan, organize and develop programs and projects;
- Train, supervise and develop staff;

- Interpret and analyze the impacts of complex legislation, regulations, ordinances, contracts, and financial documents;
- Independently perform professional level housing and community development work, including preparing staff reports, Board letters, policy documents, and financial analyses;
- Communicate effectively in oral and written form to individuals and groups representing various organizational and socio-economic levels;
- Write grant proposals for community development projects or programs;
- Interpret and analyze the impacts of complex legal documents on the agency's programs or projects goals and objectives;
- Plan, organize and coordinate professional and citizen advisory committee meetings;
- Develop and administer program budgets;
- Research complex issues as they relate to housing and community development programs, goals, or objectives;
- Set priorities and handle multiple projects simultaneously;
- Establish and maintain effective relationships with housing developers, homeless agencies, public service groups, the general public, and fellow employees.

BENEFITS

HASMC offers a comprehensive and competitive benefits package that affords wide-ranging health care options to meet the different needs of a diverse workforce and their families. These benefits include, but are not limited, to:

For your Health & Welfare Benefits

- Medical – HMO & PPO Insurance (Rx Included)
- Dental – PPO
- Vision
- Basic Life Insurance
- Supplemental Life Insurance (with optional dependent coverage)
- Employee Assistance Program

For your Financial Future

- Long-Term Disability Insurance
- Retirement Plan – (Maryland State Defined Benefit Pension Plan); additional retirement plans
- A qualified 401(a) plan, further qualified under 414(h)(2) of the Internal Revenue Code
- A 457 Deferred Compensation Plan

For your Work/Life Balance

- 13 paid holidays
- Vacation and sick leave accrual as set forth in the Employee Handbook

HASMC reserves the right to modify its benefits programs.

EEO STATEMENT

HASMC is an equal opportunity employer and does not discriminate against employees or job applicants on the basis of race, color, religion, sex, national origin, age, ancestry, disability, pregnancy, marital status, sexual orientation, genetic information, gender identity, or any other characteristic protected by federal, state or local law. All employees and job applicants will be treated in all respects on the basis of their merit and qualifications. This includes equal treatment in recruitment, promotion, reassignment, training, placement, working conditions, compensation, and discipline. HASMC will not retaliate against employees or applicants who oppose behavior that is inconsistent with this policy.