

Housing Opportunities Commission of Montgomery County

Announcement Number: PD15-57
Position Title: Housing Acquisition Manager
Division/Department: Real Estate Development
Location of Job: Kensington

Description:

This is a senior level responsible for executing acquisition and development activities of HOC from feasibility analysis, obtaining entitlements, financing that includes identifying and securing debt and equity sources, and construction and renovation through stabilization. HOC is currently reviewing its portfolio to identify opportunities to rehabilitate and/or redevelop certain assets. Given the Montgomery County development and approval cycle, the process is expected to take approximately three years to plan and complete the various construction projects. The candidate must apply knowledge, principles and practices of the multi-family real estate, bond financing, LIHTC, conventional debt and equity structures in real estate transactions, joint venture and other owner relationships, local, state and federal laws and regulations regarding the development and financing of housing programs, and of neighborhood revitalization. Candidate must also engage and coordinate with outside consultants and representatives of other government agencies and private organizations and involves problem solving in largely undefined areas which demand comprehensive analysis and probing to establish programs or find solutions. Candidate must present, justify or defend issues vital to HOC's goals in forums where diverse viewpoints, goals and objectives are represented and negotiating acceptable accommodations that are of great importance to the agency. **This is a two year term position with a termination date December 31, 2017.**

Minimum Qualifications:

- Bachelor's degree from an accredited college or university in a related field. Master's degree in Business with a focus in Real Estate preferred. A Master's degree in a related field may be considered.
- Five to ten years of increasingly responsible experience in real estate development including the development of residential housing for the entire spectrum of low-income, moderate, and market rate households and mixed use development.
- Experience in major national real estate markets preferred
- Supervisory experience involving professional level employees is desired

An equivalent combination of education and experience may be accepted. Low income residents in Montgomery County with the above qualifications are encouraged to apply.

HOC conducts criminal background checks, employment reference checks, and where applicable, reviews driving records in determining suitability for employment. Selected applicants will be required to submit to pre-employment drug and alcohol screening. Employment is contingent upon drug and alcohol test results.

Eligible Applicants: Unlimited
Minimum Starting Salary: \$67,653
Position Number and Grade: DA21, Grade 28
Driver's License: Driver's License required
Financial Disclosure: Confidential required
Posting Date: September 25, 2015
Closing Date: Open Until Filled

To apply, please submit a cover letter and resume or application to the Human Resources Office. Please reference the Position Title and Position Number on your resume and/or cover letter when applying for this position.

PLEASE NOTE: HOC Career and Term employees must submit employment applications within 5 business days of Posting Date in order to receive first consideration.

HOC is an Equal Opportunity Employer.