

Project Coordinator - Associate Development Director

Salary - \$93,793.02 - \$156,322.82 Annually

Location - FAIRFAX (FH22), VA

Job Type - FT Salary W BN

Job Number - 24-01516

Department - Housing & Community Dev

Opening Date - 06/22/2024

Closing Date - 7/19/2024 11:59 PM Eastern

Pay Grade - S32

Posting Type - Open to General Public

To apply: <https://www.governmentjobs.com/careers/fairfaxcounty/jobs/4538848/project-coordinator-associate-development-director?keywords=project%20coordinator&pagetype=jobOpportunitiesJobs>

Job Announcement - Make a difference – join our team to empower communities and build futures!

The Fairfax County Redevelopment and Housing Authority (FCRHA) is an award-winning provider of affordable housing recognized regionally and nationally for its achievements. The FCRHA, a US Department of Housing and Urban Development-designated “Moving to Work” agency, was established in 1966 as a separate political body from the Fairfax County Government and possesses specific powers granted by state law to act as the county’s local housing finance agency.

In 1973, the Fairfax County Board of Supervisors established the Department of Housing and Community Development (HCD). HCD serves as staff to the FCRHA as well as the Board of Supervisors. Under this unique, synergistic arrangement, HCD manages a wide variety of housing programs and services, including all real estate finance, development, and preservation activities of the FCRHA – including an expanding portfolio of public-private partnership projects.

THE MISSION:

The mission of HCD is to serve the people of Fairfax County by creating housing opportunities to promote inclusive and thriving communities. Fairfax County’s strategic focus is on providing affordable housing for those with the greatest need, including individuals and families experiencing homelessness, persons with disabilities, and people with extremely low incomes.

The Fairfax County Board of Supervisors adopted a goal of no net loss of affordable housing in the county and in 2022, doubled the county’s affordable housing production goal from 5,000 to 10,000 net new units affordable to households earning up to 60 percent area median income by 2034. This ambitious goal has spurred a robust need to develop new opportunities for affordable housing production and preservation through the work of the Design, Development, and Construction Division within HCD, in partnership with other county agencies.

THE OPPORTUNITY:

This position works within the Design, Development, and Construction Division to support the FCRHA in its work to preserve, expand, and facilitate affordable housing opportunities in Fairfax

County. Under guidance and minimal supervision from the division director, this position is responsible for the overall development and project management of major, complex, and politically sensitive low- and moderate-income housing, associated community facilities, and public-private partnership projects. Acts as an agency representative and oversees project development, financing, entitlements, design, construction, schedule, and budget in coordination with stakeholders and partners. Works within a collaborative environment, negotiates complex agreements with private developers, and manages design and construction contracts on behalf of HCD. Leads a diverse group of project stakeholders in the successful completion of assigned projects using a team-based approach, ensuring finance and development plans are coordinated with other HCD divisions, consultants, stakeholders, and other partner agencies. In coordination with county stakeholders and partners, the position leads community engagement efforts on potential affordable housing projects and public-private partnership development proposals. Provides periodic updates of project progress to senior officials, state and federal agencies, and community groups. They prepare board items and present to the Board of Supervisors, FCRHA, and other groups as required. Ensures effective management to deliver on-budget and on-time completion of assigned projects.

Read about Fairfax County Department of Housing and Community Development, click [here](#). And review [here](#) the Fairfax County Redevelopment and Housing Authority Fiscal Year 2023 annual report.

We are committed to the One Fairfax Policy by intentionally considering equity when making policies, delivering programs and services, considering diverse ideas and perspectives, and communicating with transparency in the decision-making processes. Click here to learn more about the [One Fairfax](#) policy.

Working for Fairfax County Government offers a culture of well-being that empowers, educates, and engages employees and promotes a holistic approach to physical, mental, emotional, social, spiritual, and financial wellness.

Watch these videos to learn more:

Click [here](#) to watch a video on working for Fairfax County Government.

Click [here](#) to watch a video on benefits offered by Fairfax County Government.

Employment Standards - MINIMUM QUALIFICATIONS:

[Any combination of education, experience, and training equivalent to the following:](#)

(Click on the aforementioned link to learn how Fairfax County interprets equivalencies for “Any combination, experience, and training equivalent to”)

Graduation from an accredited four-year college or university with a Bachelor's degree in Urban/Regional Planning, Architecture, Landscape Architecture, Engineering, or a related field, and six years of progressively responsible experience in or affiliated with land planning and/or redevelopment, engineering or architecture, or management of large and complex construction or maintenance projects.

LICENSE/CERTIFICATIONS REQUIRED:

A valid motor vehicle driver's license.

NECESSARY SPECIAL REQUIREMENTS:

- The appointee to this position will be required to complete a criminal background check and driving record check to the satisfaction of the employer.

- This position is emergency/essential services personnel. (Required to report for duty during inclement weather and/or other emergencies.)

PREFERRED QUALIFICATIONS:

- Preferred candidates will have a minimum of eight years of project and program management experience working on the planning, design, and/or construction of capital improvement projects, affordable housing development, infrastructure development, and public-private partnerships.
- Project management experience on highly complex and politically sensitive building, infrastructure, real estate development projects. Highly motivated, with exceptional communication (i.e., verbal, written, and presentation), supervisory, and team leadership skills.
- Demonstrated experience in collaborating with diverse stakeholders and multidisciplinary teams in creating high quality development proposals, conducting comparative analysis of competing development options, and negotiating complex project development agreements.
- Significant experience in community planning, community development, and community engagement as part of public sector land development processes.
- Experience in affordable housing development financing and working knowledge of local, state, and federal housing programs and financing tools, including Low-Income Housing Tax Credits (LIHTC).
- Significant public sector procurement or similar experience.
- Proven track record of project results and successful implementation of capital projects.
- Direct supervisory experience of staff and technical consultants.
- Project Management Professional or American Institute of Certified Planners designation.
- Knowledge of federal, state, or local building, and site codes and regulations.
- Must be able to work well with the community, local, state, and federal appointed and elected officials, and other county agencies.
- Hands-on experience using Microsoft Office applications and Microsoft Project or equivalent project management software.
- Ability to work in a fast-paced, collaborative team environment and oriented toward providing outstanding customer service to end users and project stakeholders.

PHYSICAL REQUIREMENTS:

Work is generally sedentary in nature; however, incumbent is required to frequently move about to perform office work such as accessing files, attending meetings, making presentations, operating general office equipment, and performing other essential job duties; may be required to move items up to approximately 15 pounds in weight. Ability to drive a motor vehicle and maintain a valid driver's license. Ability to read information on a computer monitor; effectively communicate; operate keyboard-driven equipment and computer. All duties performed with or without reasonable accommodations.

SELECTION PROCEDURE:

Panel Interview and may include practical exercise.

The population of Fairfax County is very diverse where 38.7% of residents speak a language other than English at home ([Spanish, Asian/Pacific Islander, Indo-European, and others](#)) and we encourage candidates bilingual in English and a foreign language to apply to this opportunity.

Fairfax County Government prohibits discrimination on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, disability, sexual orientation, gender identity, genetics, political affiliation, or military status in the recruitment, selection, and hiring of its workforce.

Reasonable accommodations are available to persons with disabilities during application and/or interview processes per the Americans with Disabilities Act. Contact 703-324-4900 for assistance. TTY 703-222-7314. DHREmployment@fairfaxcounty.gov EEO/AA/TTY.