

Associate Director, Preservation (Project Coordinator)

Salary - \$95,668.98 - \$159,449.26 Annually

Location - FAIRFAX (FH22), VA

Job Type - FT Salary W BN

Job Number - 24-01923

Department - Housing & Community Dev

Opening Date - 08/10/2024

Closing Date - 9/6/2024 11:59 PM Eastern

Pay Grade - S32

Posting Type - Open to General Public

To apply: <https://www.governmentjobs.com/careers/fairfaxcounty/jobs/4606633/associate-director-preservation-project-coordinator?keywords=associate%20director&pagetype=jobOpportunitiesJobs>

Job Announcement

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

The Fairfax County Department of Housing and Community Development works in partnership with the Redevelopment and Housing Authority to serve the people of Fairfax County by creating housing opportunities to promote inclusive and thriving communities. Help make our vision of a community everyone can afford to call home a reality!

This position supports the Fairfax County Board of Supervisors and Redevelopment and Housing Authority (FCRHA) in its work to preserve, expand, and facilitate affordable housing opportunities in Fairfax County toward the county's goal of no net loss existing affordable housing. The work of this position is guided by Fairfax County's One Fairfax policy in implementing the preservation of existing affordability in all parts of the county. Under minimal supervision, implements the Affordable Housing Preservation Task Force Recommendations and adopted Guidelines for the Preservation of Multifamily Affordable Housing, both endorsed by the Fairfax County Board of Supervisors.

In pursuing preservation opportunities, this position builds and sustains partnerships with external developers and housing providers. Serves as the initial point of contact for outreach regarding potential preservation projects and review preservation proposals submitted by developers. They also qualify and maintain a list of housing providers to capitalize on preservation opportunities.

Procures and manages consultants to conduct the biennial survey of affordable housing stock and continually monitors real estate databases for preservation opportunities. Also uses available data sources to identify emerging risks and vulnerabilities for the county's multifamily (four or more units) rental stock of market affordable (naturally occurring) and committed affordable housing. Uses data analysis and an equity lens to proactively and intentionally identify communities of market affordable housing to preserve as committed affordable housing or expand existing commitments. Collects affordability data, including monthly rental data reports and the biennial market affordable survey. Develops and manages the county's affordable housing early warning system and conducts community and stakeholder engagement to convey the value of preservation and maintaining affordability for the county at-large.

In coordination with HCD Real Estate Finance staff, the Office of County Attorney, and other staff as appropriate, this position structures preservation projects and reviews agreements related to preservation projects. Should have comfort in negotiating real estate transactions and an

understanding of real estate finance. Also coordinates with staff in the departments of Planning and Development and Land Development Services on redevelopment projects that involve preservation, by conducting an affordability analysis and negotiating proffers related to preservation through the rezoning process.

Assesses the needs and timeline of each project and determines the resources necessary to reach a successful outcome in coordination with the division director. Manages preservation project logistics with external development partners, various county agencies, community stakeholders, state and federal contacts, consultant teams, and a variety of internal and external resources including technical, legal, financial, and other specialty fields. Communicates project status to project team members, stakeholders, and others, and manages all issues and risks, communicating issues or problems affecting the project to their supervisor and agency leadership.

The position utilizes excellent communication skills, strong leadership and problem-solving skills to address challenges with preservation opportunities. Works in partnership with boards, commissions, and authorities, and represents the agency at FCRHA meetings and other community meetings and/or groups, as needed. Prepares Board items and makes presentations to the FCRHA, Board of Supervisors, and other boards and commissions, as required.

Key Responsibilities:

- Leads project teams in the successful execution of preservation projects using a positive, team-based approach and effective communication and organization skills.
- Conducts project assessments and evaluates preservation proposals. Analyzes potential partner capacity, proformas, and related sources and uses statements for projects seeking financing. Understands and relays the benefits and risks of a project to senior staff, elected and appointed officials, and the public.
- Serves as Department of Housing and Community Development lead in the planning, development review, and site plan review, of existing market affordable or committed affordable properties proposing redevelopment, ensuring conformance of proposed project with the county's preservation policies and best practices.
- Attends and leads staff meetings on projects involving preservation and related meetings with property owners and development teams.
- Negotiates and as needed, prepares and presents development agreements, contracts, and contract amendments for development and/or professional services with assistance from other staff.
- Coordinates, reviews, and develops recommendations on requests for county financial resources. Maintains knowledge of current sources of real estate financing including tax credits and bond financing and their applicable rules and regulations. Maintains knowledge of the federal, state, and local laws, regulations, standards, and programs pertaining to affordable housing development and preservation.
- Travels to project sites as needed and monitor project phases.
- Maintains county's preservation partner pool of pre-qualified affordable housing providers and development firms, who have the capacity and the experience to promptly act on preservation opportunities in collaboration with the county.
- Prepares request for qualifications/request for proposals and coordinates all tasks within RFQ/RFP processes.
- Monitors naturally occurring affordable housing market and develops relationships with brokers and other stakeholders to promote preservation incentives. Collects and monitors data on naturally occurring and committed affordable housing, including the county's biennial market affordable survey.
- Develops, implements, and monitors a financing implementation strategies and methods to support decision making and prioritization of preservation projects.

- Prepares and concisely presents reports and other communication on preservation opportunities and projects to senior leadership, other staff, elected and appointed officials, and the public.
- Develops, evaluates, and monitors relocation plans for preservation projects.
- Continually evaluates existing processes and identifies new tools to help achieve the County's preservation goals.

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

For more information on the Fairfax County Department of Housing and Community Development, click [here](#).

You also can view [here](#) the Fairfax County Redevelopment and Housing Authority Fiscal Year 2023 Annual Report which represents a high-level overview of many of the substantial developments we have undertaken and the impact of our work within the community and in the lives of the residents who have been served through these efforts.

The Department of Housing and Community Development is 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.

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.

CERTIFICATES AND LICENSES REQUIRED:

Not applicable.

NECESSARY SPECIAL REQUIREMENTS:

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

PREFERRED QUALIFICATIONS:

- Bachelor's or Master's in real estate finance, real estate development, architecture, or urban planning.
- Experience managing the financing of redevelopment and/or preservation of affordable housing properties.
- Experience managing large scale redevelopment and preservation projects.
- Experience with Low Income Housing Tax Credits and Historic Tax Credits.

- Experience preparing Request for Proposals (RFPs).
- Experience with land use regulations and agencies.
- Experience developing and implementing community engagement plans.
- Experience managing preservation of market affordable and committed affordable properties.
- Experience developing and/or overseeing resident relocation plans.
- Experience gathering real estate data through CoStar or other sources.
- Experience developing and maintaining partnerships with outside entities
- Experience managing complex projects and diverse teams.
- Experience creating and presenting large scale presentations for a variety of audiences to include Boards.
- Experience with effectively communicating verbally, graphically, and in writing.
- Experience working with federal, state, and local agencies.

PHYSICAL REQUIREMENTS:

Work is generally active in nature; incumbent must be sufficiently mobile and frequently move about to perform essential job duties; may be required to move items up to 25 pounds in weight. Ability to read information on a computer monitor; effectively communicate; operate keyboard-driven equipment and computer. Ability to stand, stoop, bend, stretch, walk, climb, sit, kneel, crouch, reach, crawl, lift and handle materials with manual dexterity. May occasionally work in outdoor weather conditions. All duties performed with or without reasonable accommodations.

SELECTION PROCEDURE:

Panel interview, 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.