

Title: Community Investment Department Director
Office Location: St. Helens, Oregon
Work Locations: Clatsop, Tillamook, and Columbia Counties
Position Classification: Director - Exempt
Position Supervises: Program Managers, Program Coordinators, and Staff within the Community Investment Department
Position Reports to: Executive Director
Position Coordinates effectively with: CAT Executive Director, Fiscal Department Staff, Community and Human Investment Department Staff, our internal and external partner/funding agencies, and others as developed.
Salary: \$66,588 - \$113, 892 annual
Hours Worked: 1 FTE position with the majority of work done between 8:30am-5:00pm PST. There may be occasional evening and weekend requirements.

Organization:

Community Action Team, Inc. (CAT) is part of a national network of Community Action Organizations dedicated to eradicating poverty in our communities. Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

Community Action Team provides anti-poverty programs in three northwest Oregon counties – Clatsop, Columbia, and Tillamook. CAT, located in Columbia County, works with two subgrantees on the coast to deliver services there. Community Action Resource Enterprises, Inc. (CARE) serves Tillamook County and in Clatsop County, it is Clatsop Community Action (CCA). CAT's mission is to connect people with the resources needed to become self-sufficient. We envision vibrant communities, with hope and opportunity, where basic needs are met. CAT aids over 10,000 individuals annually in the tri-county region; around 200 individuals are assisted by the Community Investment Department with construction-related projects.

Position Summary:

In support of CAT's mission, the Community Investment (CI) Department Director has responsibility for the daily operations of the CI Department. The Community Investment Department includes Housing Rehabilitation, Weatherization, Affordable Housing Development, Property Maintenance, and Asset Management. Other programs or activities may be included as needed. The Director provides leadership and expertise in the development, finances, and monitoring of the programs according to agency policies, procedures, and Performance Standards, along with Federal and State guidelines. The position is supported by approximately 10 staff including program manager and coordinators.

Major Responsibilities:

Program Management

- Supervise Community Investment (CI) Managers including performance evaluations, problem-solving, and priority setting.
- Develop team, oversee staff meetings, and provide professional development opportunities for CI staff.
- Create and manage department budgets and operational plans.
- Oversee the preparation, review, and submittal of department reports, draw requests, and other critical communications with CAT's partners and funders.

- Coordinate with Executive Director, Fiscal Director, and CI Managers on reporting including productivity, cash flow, and risk management activities.
- Approve the hiring of outside development consultants, with CI Manager input.

Project Management

- With assistance from CI Managers, control project underwriting and due diligence tasks for CAT assets including Development Projects and Asset Management. Ensure program and project compliance.
- Coordinate with regional partners to secure CAT participation in the development of multiple projects in multiple communities.
- Track finances and progress of developments that combine risk and opportunities budgets.

Community Investment Projects

- Lead program planning, design, and development for all Community Investment projects including housing, property management, and economic development projects.
- Review and provide input on all property repairs and budget expenditures.
- Oversee assigned development projects and development programs.
- Oversee grant writing and fundraising and grant start-up and management duties for relevant grant programs.

In All Areas

- Facilitate strong internal and external communication linkages.
- Attend CAT Board Meetings to report on CI projects and programs.
- Represent CAT in the local community to promote CAT's mission and introduce cities to Community Investment Programs.
- Form and nurture CAT/community and consumer relationships.
- Represent the CI Department within CAT to promote the department's reputation and capabilities through newsletter submissions and press releases.

Requirements:

- 5+ years of work experience in construction, construction management, affordable housing, weatherization, or other like programs.
- Demonstrable project or program experience in public and private construction, affordable housing development, real estate lending, program planning, or business management.
- Demonstrated understanding of Federal and State housing programs and the development process.
- Strong computer skills with Microsoft Office including Excel and Word.

Preferred:

- Ability to interface successfully with a variety of people, including CAT staff, external public and private partners, and clients both in-person and in writing.
- Knowledge of Project Management, real estate lending, grant management, real estate law, and conflict resolution is desirable
- Ability to represent the agency at public meetings and with government officials

How to Apply

Nonprofit Professionals Now is proud to support Community Action in filling this key leadership position. To apply for this position, please submit a cover letter and a resume indicating your preparation for and interest in the position.

Application Deadline: September 27, 2024

Apply at: <https://apptrkr.com/5623780>

CAT is an Equal Opportunity Employer