

# Enterprise Job Description

**Position Title:** Senior Program Director, Mid-Atlantic  
**Location:** Washington, DC

## **Job Purpose:**

The Senior Program Director is a position within Enterprise's Mid-Atlantic Market office. The Mid-Atlantic Market office covers Washington, D.C., Maryland and Virginia. The position has three key areas of responsibility. First, the Senior Program Director will be responsible for the market's transit-oriented housing development/preservation and resident displacement prevention efforts in the Mid-Atlantic region, with key responsibilities for work related to efforts along the Purple Line corridor in Montgomery County and Prince George's County, Maryland. Second – the Senior Program Director will be responsible for activities related to efforts to expand racial equity in communities in the Washington, D.C. metro region, with a particular focus on closing certain racial equity gaps in Washington, D.C. Third, the Senior Program Director will be responsible for some business development related efforts in the Washington, D.C. region. This position reports to the Vice President/Mid-Atlantic Market Leader and will be based in Washington, D.C.

## **Responsibilities:**

### **Essential:**

- Develop and manage programmatic initiatives to support transit oriented affordable housing development and preservation efforts among multiple public and private sector stakeholders.
- Lead and coordinate multi-staff efforts related to Enterprise's leadership within the Purple Line Corridor Coalition (PLCC) and efforts to help the PLCC meet its key affordable housing goal of no net loss of 17,000 affordable housing units along the corridor.
- Engage in development and execution of housing affordability preservation and production plans with external public and private stakeholders – including financial institutions, government officials, developers, policy advocates and residents. Work will include analysis of jurisdictional housing needs and trends, along with determination of developer capital needs and development bandwidth.
- Lead Enterprise's neighborhood focused racial equity efforts in the Washington, D.C. metro region. This will include coordinating efforts with Enterprise policy, program and capital finance staff to engage with locally based, community driven affordable housing and community development efforts. Efforts and learnings will be coordinated with Enterprise staff working on racial equity efforts in the Baltimore metro region.
- Develop strategies for leveraging the Enterprise end-to-end platform to impact closing racial equity gaps in the Washington, D.C. metro region.
- Actively collaborate with company's capital finance business lines and technical support platforms to identify new opportunities to market Enterprise's full range of capital products and technical services to existing and new developer customers. Senior Program Director will cultivate relationships with non-profit and for-profit affordable housing developers in the market. Work will involve ability to understand basic capital needs of clients and connect them to appropriate capital products staff members.
- Track the deployment of Enterprise capital throughout the market region.
- Develop and manage program budgets in collaboration with the Market Leader and finance staff.
- Represent Enterprise at external events.

## **Qualifications and Skills**

- Undergraduate degree and at least eight (8) years of experience in relevant affordable housing, community development, government, policy, banking and finance, nonprofit, or real estate development experience; graduate degree may substitute for up to four (4) years of experience.
- Experience in affordable housing development, affordable housing policy, community development and/or finance and familiarity with the affordable housing/community development field.
- Experience with community engagement and/or organizing in a community development context.
- Experience with racial equity efforts in a community development context.
- Excellent organizational and project management skills.
- Superior written communication skills.
- Excellent presentation and negotiation skills, able to represent Enterprise in a variety of settings.
- Evidence of commitment to public service.

- Successful experience working in a team setting with a level of operational independence and interdependence of team collaboration.
- Flexible work style and ability to adapt to evolving work program
- Ability to coordinate complex activities, meet deadlines, and use good judgement in managing conflicting demands and priorities.
- Ability to work some evening and weekend hours during peak periods.
- Incumbent is expected to:
  - Demonstrate strong ethics in interpersonal relations.
  - Work as an effective, collaborative team member.
  - Continually improve systems and procedures within own job, department and company.
  - Treat internal and external customers with respect, honesty and professionalism.

#### **Physical Demands/Working Conditions**

- Ability to work under stress/pressure.
- Ability to travel for flights up to 6 hours, or in automobile, or train.
- Ability to climb stairs at project sites.
- When visiting project sites, incumbent may be exposed to varying environmental conditions (e.g., outdoor weather, mud, dust, and other construction work site hazards).
- Valid driver's license required.

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