

Housing and Neighborhood Develop. Officer (Full-Time Contractual)

Recruitment #23-006097-0008

DEPARTMENT West North Avenue Development Authority

DATE OPENED 4/21/2023 11:59:00 PM

FILING
DEADLINE Open Until Filled

SALARY \$67,802.00 - \$105,072.00/year

EMPLOYMENT
TYPE Full-Time

HR ANALYST Bianca Forte

WORK
LOCATION Baltimore City

Introduction

The West North Avenue Development Authority for Baltimore City is the economic development agency for the State of Maryland to benefit the neighborhoods of West Baltimore. The Authority initiates and funds comprehensive housing, economic, transportation, and neighborhood development by providing grants and low-interest loans to real estate developers, IT, light-manufacturing, and product production business start-ups, and commercial retail entrepreneurs participating in the revitalization of West Baltimore through acquisition, development, and repurposing of vacant, blighted, and abandon residential and commercial properties for economic development.

The goals of the Authority are too:

- Create a forum for residents to come together on one comprehensive economic, housing, transportation, and neighborhood revitalization plan for West North Avenue.
- Serve as a clearinghouse and resource center for promoting coordination and communication on development opportunities for West North Avenue.
- Ensure State and City funds are spent effectively and efficiently for development, and that development is happening in the appropriate way for West North Avenue.

- Provide advisory services to State, City and Non-government agencies on planning and development for West North Avenue.
- “Initiate” and “Fund” real estate and infrastructure development projects for West North Avenue.

The Authority is a first in the nation quasi-government economic development agency dedicated towards addressing the systemic discriminatory effects of redlining, that is anchored by an HBCU (Coppin State University) and a public arts college (MICA). The authority will become a national model for using unrestricted, creative and alternative funding and financing tools to bring economic equity with parity to marginalized communities while collaboratively engaging with the next generation of thought leaders to address these issues from two of Maryland’s most prestigious academic institutions.

The Authority has presently identified six strategic development zones for single-family homeownership redevelopment, commercial, retail, and restaurant enterprise, and large-scale multifamily market-rate housing, along with the inclusion of trans-oriented development and green-space for parks and recreational activities.

The staff of the Authority will need to be highly advanced in their profession with the ability to make sound and logical independent judgements on programmatic and fiscal matters to successfully implement core duties and responsibilities of their position description.

The West North Avenue Development Authority offers a flexible work schedule, telework, training, advancement and career path opportunities, causal business dress, and a competitive salary. The offices of the agency are currently located on the campus of Coppin State University. All employees of the Authority will benefit from access to the cafeteria and gym facilities on the campus of Coppin State University, along with full reimbursement of an annual campus parking pass and \$50/month for cell phone. The Authority will soon participate in a Live-Near-Your Work program offering \$25,000 - \$50,000 in down payment assistance to full-time benefits-eligible employees who purchase homes in designated neighborhoods of West Baltimore.

The Authority has plans to rehabilitate a historic B&O railroad building for its offices on a soon to be revitalized commercial and retail Walbrook Mill lumber yard site next to Coppin State University and the Walbrook Mill Food Hall on W. North Ave.

GRADE

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LOCATION OF POSITION

2500 West North Avenue
Baltimore, MD 21216

The position will work out of offices located on the campus of Coppin State University.

POSITION DUTIES

The Housing and Neighborhood Development Officer for the West North Avenue Development Authority is the lead position, under the direct supervision of the Chief Planning and Development Officer, for supporting the planning and implementing of single-family and multifamily acquisition, financing, and development of vacant residential properties aligned to the comprehensive plan of the Authority for W North Avenue in partnership with real estate development companies.

Duties for this position are as follows:

- Provide technical assistance, evaluation, and monitoring of housing development grant funds and financing,
- Participate in the marketing of W North Ave as a market-rate housing destination,
- Serve as the housing development subject matter expert on behalf of the Executive Director to State and City officials.
- Provide technical assistance and grants to Neighborhood Associations and Community Development Corporations based in the target and buffer zones to support homeownership and neighborhood beautification projects.
- Develop partnerships with housing and neighborhood development associations.
- Aid in attracting housing developers to build mixed-use residential, commercial and retail apartments or condominium buildings, and single-family homes in the target and buffer zones.
- Support housing developers through technical assistance, access to capital, and services to navigate regulatory processes to acquire and rehab vacant and blighted single-family homes and small multifamily buildings. · Participate in creating a “Live in West Baltimore” marketing strategy and campaign in partnership with Live Baltimore that appeals to middle-income families in the Mid-Atlantic region to relocate to Baltimore.
- Plan and organize an annual West Baltimore Housing Summit in partnership with MICA.
- Evaluate housing and neighborhood demographic statistical data to measure the effect of programs to support the elimination of housing blight through acquisition, rehab and homeownership, increase home values without displacement, and improve neighborhood conditions.
- Provide support to Coppin State University’s Live-Near-Your-Work Program in partnership with Live Baltimore.
- Develop and maintain a database of contiguous blocks of vacant or blighted residential properties for acquisition, development, and repurposing in alignment with the comprehensive plan.
- Serve on behalf of the Executive Director as the State’s housing and neighborhood development representative for W North Avenue, and liaison to professional housing development organizations.
- Maintain a clearinghouse of information, resources, and tools for real estate developers to structure financing their ventures.
- Recommend funding of projects that create housing development and neighborhood beautification opportunities.
- Prepare and submit quarterly reports on the performance of housing and neighborhood development activities.
- Provide effective supervision and professional development of staff.

- Performs underwriting analyses to determine acceptability and degree of risk of projects;
- Assists in the development of departmental policies, procedures and programs;
- Represents the Authority at meetings with public and private sector jurisdictions;
- Provides technical and financial packaging assistance to local governments, organizations, developers and private borrowers;
- Monitors the performance of grantees, contractors and loan recipients for compliance with State and federal laws, regulations, guidelines and procedures for implementing housing programs;
- Performs income and expense analyses of multi-family, for-sale and rental projects;
- Prepares applications for financial assistance and operating subsidies;
- Conducts studies to identify development opportunities and design housing projects and programs; ·
- Assists private and government officials in structuring housing finance plans;
- Advanced computer literacy/knowledge and user capability of Microsoft Office products (Word, Outlook, PowerPoint and Excel) and applicable organizational and virtual communications software such as Zoom and Microsoft Teams, including knowledge of using Geographic Information Systems.
- Performs other related duties.

This is a highly-visible, hands-on professional role, responsible for managing impactful political, business, and community relationships and promoting effective and efficient economic development efforts in West Baltimore.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree from an accredited college or university in Political Science, Social Science, Public Administration, Public Policy, Community Planning, Economics or other relevant study.

OR

A Master's degree in Business Administration with a focus on Economics, Finance or Real Estate, or Master's degree in Public Administration or Urban Planning.

Experience:

7 years of professional experience in urban policy and planning, land use, zoning, and real estate development.

Notes:

1. Candidates may substitute additional professional experience as defined above on a year-for-year basis for the required education.
2. Candidates may substitute additional job-related education at a rate of thirty credit hours for each year of experience for up to two years of the required experience.
3. Candidates may substitute U.S. Armed Forces military service experience as a commissioned officer in business and industry classification or business and industry specialty codes in the related field of work on a year-for-year basis for the required experience and education.

DESIRED OR PREFERRED QUALIFICATIONS

Preference will be given to applicants who possess the following preferred qualification(s). Include clear and specific information on your application regarding your qualifications.

Experience in leading and overseeing a multi-year housing development plan for a urban city.

Experience in encouraging residential development that advances equity and builds community wealth.

Experience employing the principles, practices, and techniques in implementing housing development processes.

SELECTION PROCESS

Please provide sufficient information on your application to document that you meet the minimum qualifications for this recruitment. Unofficial transcripts, certifications or diplomas to document educational or certification qualifications are required. Educational credentials from foreign countries must be evaluated by an approved education review service. This evaluation must be submitted with your application. For further information, you may call International Consultants of Delaware, Inc. (302) 737-8715 or World Education Services Inc. 1-800-932-3897 or (202) 331-2925. Successful candidates will be placed on the employment (eligible) list for at least one year. Eligible list may be used to fill future vacancies of the same classification. Successful candidates must document eligibility to work in the U.S. upon hire.

Please note: The West North Avenue Development Authority is not sponsoring new employees in application of the H-1B Visa at this time due to budgetary constraints. All applicants must be legally authorized to work in the United States under the Immigration and Reform Control Act of 1986. Federal regulations prohibit H1B Visa candidates from paying sponsorship fees, all sponsorship fees must be assumed by the potential employer.

EXAMINATION PROCESS

The examination will consist of a rating of your education, training, and experience related to the requirements of the position. You may be required to complete a qualifications supplement, or the rating may be based on your application. Therefore, it is important that you provide complete and accurate information on your application. Report all experience and education that is related to this position.

BENEFITS

Contractual employees who work for an agency covered under the State Employee and Retiree Health and Welfare Benefits Program, have a current employment contract and work 30 or more hours a week (or on average 130 hours per month) may be eligible for subsidized health benefits coverage for themselves and their dependents.

As a contractual employee, you will be responsible for paying 25% of the premiums for your medical and prescription coverage, including any eligible dependents you have enrolled. The State of Maryland will subsidize the remaining 75% of the cost for these benefits.

You can also elect to enroll in dental coverage, accidental death and dismemberment insurance, and life insurance, but will be responsible to pay the full premium for these benefits. Leave may be granted to a contractual employee who has worked 120 days in a 12 month period. This leave accrues at a rate of one hour for every 30 hours worked, not to exceed 40 hours per calendar year.

FURTHER INSTRUCTIONS

Online applications are **STRONGLY** preferred. However, if you wish to submit a paper application, you may mail your application and materials to:

West North Avenue Development Authority
2500 West North Avenue
Baltimore, MD 21216

All application materials must be received by the filing deadline. If you are unable to upload your transcripts into the system, please send via email to angela@wnada.org Please include the following information in the body of the email:

- Attn: Angela Prince, Executive Assistant/Office Manager
- Your First and Last Name
- Recruitment #
- Classification (Job Title) of Recruitment

Incorrect application forms, or resumes in place of the application, will not be accepted. If you are interested in this positions and cannot apply online please fill out the paper application. For questions concerning this positions, please email Ms. Angela Prince at angela@wnada.org.

TTY Users: call via Maryland Relay.

We thank our Veterans for their service to our country, and encourage them to apply.

As an equal opportunity employer, Maryland is committed to recruiting, retaining and promoting employees who are reflective of the State's diversity.

[APPLY](#)