

**Job Title:** Regional Affordable Housing Development Grants Manager

**Date Posted:** July 30, 2021

**Closing Date/Time:** August 31, 2021

**Job Type:** Full-time, Grant-Funded – 2080 hours per year

**Salary:** \$75,310 - \$88,500 annualized hiring range; subject to qualifications

**Employer:** Northern Virginia Regional Commission (NVRC)

**Description:** The NVRC is currently recruiting qualified candidates for the grant-funded, full-time position of Regional Affordable Housing Development Grants Manager (short title - Regional Housing Developer). A position with significant responsibility, the Regional Housing Developer is the sole position at NVRC with housing development experience. This position reports to the Director, Division of Human Services, but requires the capacity and knowledge to work independently.

Regional Housing Developer primarily identifies public and private affordable housing development partners whose projects, when supplemented with NVRC Virginia Housing grants will result in the rapid production of required numbers of new affordable housing units. Uses his/her/their experience and knowledge of successful housing development principles/practices to fine-tune an application process resulting in selection of best candidates from among the pool of applicants for funding. Monitors projects in which NVRC has made an investment throughout the project lifecycle to ensure consistency with plans provided in the approved funding application and timely delivery of habitable units.

Acts as NVRC's point of contact with NVRC's funder, Virginia Housing -- attending meetings, preparing required reports, and submitting invoices.

Must be skilled at gathering public comments on proposed affordable housing developments from diverse stakeholders. Monitors local, regional, metro-DC and state housing activities to inform NVRC affordable housing decision-making.

Position will also provide technical assistance to NVRC member local governments (often within jurisdictions with emerging housing development capacity) in their bids to access NVRC Virginia Housing funds and develop affordable housing projects within their jurisdictions.

**Minimum Qualifications:** Any combination of education, experience and training equivalent to: Graduation from an accredited four-year college or university with a bachelor's degree in community development, real estate development, urban planning, or closely related field; PLUS four years of professional experience in community development, affordable housing development, coordinating the creation of affordable housing developments, including the relevant financial structuring (e.g., commercial, fundraising, LIHTC, HUD, etc.); commercial development; housing development and finance programs; construction project management; and/or real estate development.

**Preferred Qualifications:**

- Master's degree in a related field
- Housing development experience in Northern Virginia
- National Development Council Housing Development Finance Certification

**Benefits:**

- Vacation, sick leave, and holidays with pay
- Health insurance (employer pays 80% of premium)
- Fully paid life insurance & long-term disability insurance policies
- Retirement program
- Workers compensation coverage
- Opportunity to enroll in medical & dependent care reimbursement plans and dental insurance plan
- Opportunity to participate in deferred compensation plan
- Free parking; on bus route; rush hour shuttle to/from Dunn Loring Metro

Applicants may be required to submit a request for a criminal history record check and/or credit check.

**Submit resume, cover letter and salary requirements via mail or e-mail to [jobs@novaregion.org](mailto:jobs@novaregion.org). No phone calls please.**

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