



Director of Housing Position Announcement



For over 25 years, Human Solutions has worked to help ensure that low-income families in East Multnomah County have the tools and resources they need to build pathways out of poverty and homelessness.

Our vision is to *Foster a prosperous and healthy community that is free of homelessness and of the devastating effects poverty.* We believe that children are our hope for the future.

To achieve our vision, we offer a comprehensive continuum of programs designed to break the cycle of poverty and to help families achieve stability and financial security.

- Housing – affordable housing and resident services
- Homeless services – emergency shelters and housing access utilizing rent assistance
- Safety net services – rent and energy assistance
- Employment and economic development – job training and placement

With offices in Portland and Gresham, Oregon, we reach families in a 245-mile service area in outer-east Portland and east Multnomah County, where some of the highest poverty and most diverse neighborhoods in Multnomah County are located. We have a professional staff of 130 and an annual operating budget of over \$13 million, and currently own and operate over 700 units of housing in East County at 18 properties. To fully represent the diversity of those we serve, at least 33 percent of Human Solutions' Board of Directors are low-income members of the community we serve.

The Opportunity

Human Solutions seeks a Director of Housing who is passionate about creating and operating well-designed and financially sustainable affordable rental housing configured to meet the most urgent housing needs in our service area. The Director of Housing is responsible for management and oversight of Human Solutions' Housing Department. The Department is responsible for the development and financing of affordable rental housing, asset management for a 700+ unit portfolio, and housing stabilization services to residents of the agency's rental housing projects. The Director reports to the Executive Director, serves as a member of the agency's Senior Management Team, and contributes to the leadership of the organization. The individual in this position will represent Human Solutions in public meetings, with the media, and on policy and decision-making public committees related to affordable housing.

Salary: \$77,000 - \$95,000 annually. Note: appointments are most typically made in the first quartile of the range, but exceptions may be made for candidates with exceptional experience and background.

Candidate Profile and Experience Requirements

Critical Responsibilities and Performance Factors:

- Works with the Executive Director, Board, and agency leadership to develop and modify the agency's housing-related strategies to achieve agency mission.
- Effectively implements the organization's housing strategies by identifying and seizing opportunities for the development of new housing projects and by making recommendations with respect to existing housing assets to achieve agency mission and to ensure the portfolio's long term physical and financial health.
- Successfully directs the development of new affordable housing and provides stewardship of Human Solutions' portfolio of existing properties in accordance with the agency's mission and goals around portfolio sustainability.
- Demonstrates the ability and experience to effectively evaluate real estate opportunities; develop viable financing plans and project budgets; select and manage a project team; coordinate complex transactions; and oversee construction, lease-up, and project close-out.
- Maximizes the financial and mission-based return on investment achieved by Human Solutions through its affordable housing projects, while ensuring the fiscal and structural longevity of all housing units owned or developed.
- Oversees the resident services program to promote the stability and success of Human Solutions residents.
- Identifies and develops additional resources as necessary to achieve the agency's strategic housing department objectives.
- Provides effective leadership for the Housing Department. Supervises, supports, and evaluates program managers and directors in the performance of their responsibilities and in support of their professional growth.

- Represents Human Solutions professionally in policy and decision-making with lenders, funders, and other community partners and advocates for the interests of the organization and its constituents in the community.

Core Competencies and Personal Characteristics

- Minimum of five years of work experience in housing development, asset management, and real estate finance and/or related fields which demonstrates capacity to effectively manage a complex housing program.
- Master's degree from an accredited college or university in a related field or additional years of progressively responsible employment in a comparable position preferred but not required.
- Demonstrated awareness of the role affordable housing plays in a strategic approach to reducing the negative impacts of poverty and homelessness.
- Substantial knowledge of real estate laws and procedures, land use and zoning restrictions, mortgage and construction finance, and property/asset management procedures.
- Substantial, demonstrated knowledge of the variety of financing programs and resources involved in the development of affordable housing.
- In-depth knowledge of Federal, State and local housing and community development programs.
- Experience sufficient to understand the operational intersection of affordable housing development, property and asset management and the provision of resident services.
- Demonstrated ability to negotiate complex real estate transactions, including the ability to review legal documents and negotiate terms to protect the agency's financial and business interests.
- Demonstrated outstanding communication skills, oral and written.
- A team player who can align with the evolving strategic direction of a complex organization and motivate others to do the same.

To Apply

Please submit a resume and letter of interest to:

Sarah Taylor, Executive Assistant
Human Solutions
ExecAssistant@humansolutions.org

A first review of applications will take place on Monday, April 17. To ensure appropriate consideration, please submit your application by that date.