

## **POSITION DESCRIPTION**

### **Western Regional Office Director**

**TITLE:** Regional Director, Western Office  
Housing Assistance Council

**DIVISION:** Technical Assistance and Training

**SUPERVISOR:** TAT Division Director

**TERM:** Permanent

**LOCATION:** Depends on available candidate.  
(Probable location in California, Washington, or Oregon.)

**POSITION:** Develop, organize, coordinate and implement programs to improve the housing conditions of the rural poor through education, technical assistance, training and loan fund assistance to nonprofit organizations, government agencies and others specifically in the Western region of the country and throughout rural America. Perform a variety of tasks relative to solving the rural housing problems of rural low- and moderate-income persons based on a thorough knowledge of federal, state, and local housing programs and the housing development process. Manage the operations of the Western regional office.

### **DUTIES AND RESPONSIBILITIES**

- Manage the operations of the Western office and supervise staff of the Western office if needed. When applicable evaluate and recommend staff for hiring, termination, or promotion in the Western office.
- Participate in the formulation of program goals and directions for the Western office and manage the implementation of those goals.
- Maintain contact with agencies, organizations, and state and local officials to provide and receive information on rural housing policy and program implementation. Participate in the development of recommendations on programs and policies affecting rural areas as needed.
- Perform all duties of a housing specialist, such as the provision of training and technical assistance to nonprofit organization, governmental bodies and other in the West, and the development of training programs and materials.
- Assist local communities and nonprofit organizations in the Western region with assessing their housing and community development needs/problems and with developing strategies to address these needs.
- Help implement HAC's various contracts and grants including the Rural Community Development Initiative (RCDI), the Rural Capacity Building Initiative (RCBI), HOME/CHDO TA, Rural Rental Preservation, Green Building, and others.
- Support and assist HAC national office and other regional offices with developing and delivering a program of assistance to rural America.
- Assist with the implementation of research and information activities and loan fund activities as needed.
- Perform other duties as assigned.

## **QUALIFICATIONS**

This position requires comprehensive knowledge of rural housing problems, housing development, and federal and state housing finance programs; demonstrated experience relating to federal, state, and local government agency staff; and demonstrated experience conducting analyses of rural housing programs, policies, regulations, etc. and their impact on rural communities, specifically in the Western region. Additionally, knowledge of Native American and/or farmworker community housing needs and programs is a plus. Knowledge of multifamily housing development is also a plus.

The candidate must have a working knowledge of various community and economic development programs available to rural nonprofits and small towns and demonstrated experience providing direct TA to rural housing development entities.

The candidate must have the ability to plan, organize, and develop training materials on a variety of rural housing development topics.

Good written and verbal communications skills are required, as is the ability to relate to a range of stakeholders from affordable housing residents to political and governmental leaders. The candidate should also have demonstrated experience making presentations and delivering training on housing development, programs and related topics.

The candidate must have the ability to plan, organize and coordinate work with other HAC staff and HAC partners. Existing relationships with other rural housing intermediaries are a plus.

The ability to develop sound written funding proposals to governmental agencies and foundations is required.

Computer proficiency in Microsoft products and other standard business software is required.

## **SPECIAL REQUIREMENTS**

This position requires travel to various rural and other parts of the country to provide TA, training, and make presentations as needed. Existing relationships with stakeholders in the Western region of the country are a plus. Experience in affordable rural housing and community development in the West and experience with nonprofits and commitment to social justice issues is desirable.

The candidate is expected to handle most duties with own initiative. It is the responsibility of the candidate to draw the division director's attention to problems requiring attention.

## **SUPERVISION**

The Western Regional director is responsible to the Technical Assistance & Training Director.

*HAC is an equal opportunity employer. Minorities are encouraged to apply.*