

## POSITION DESCRIPTION

### Southwest Office Regional Director

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

**DIVISION:** Technical Assistance and Training

**SUPERVISOR:** TAT Division Director

**TERM:** Permanent

**LOCATION:** Albuquerque, NM

**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 Southwest 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 Southwest regional office.

### DESCRIPTION OF DUTIES AND RESPONSIBILITIES

- Manage the operations of the Southwest office and supervise the staff of the Southwest regional office. When applicable, evaluate and recommend staff for hiring, termination, or promotion in the Southwest office.
- Participate in the formulation of program goals and direction for the Southwest Office and manage the implementation of these goals.
- Organize local and regional support for rural housing efforts in the Southwest.
- Maintain contact with agencies (HUD and USDA), intermediary 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.
- Manage and participate in the provision of rural housing technical assistance and training to nonprofit and other local organizations in the Southwest.
- Perform all the duties of a housing specialist, such as the provision of technical assistance and training, and development of training programs and materials.
- Assist local communities and nonprofit organizations in the Southwest 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 implementation of research and information activities and loan fund activities as needed.

- Perform other duties as assigned.
- The position is located in the HAC Southwest regional office in Albuquerque, New Mexico.

## **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 Southwest region. Additionally, knowledge of Native American, farmworker, and colonia community housing needs and programs is 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.

Prior supervisory experience is desired.

Fluency in Spanish is desirable.

## **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 Southwest region of the country are a plus. The ability to communicate in Spanish is highly 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 Southwest Regional director is responsible to the Technical Assistance & Training Director.

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