HOUSING ASSISTANCE COUNCIL

The Housing Assistance Council (HAC) is a national nonprofit organization that seeks to strengthen communities across rural America through investment and assistance with affordable housing and community and economic development initiatives. Based in Washington, DC, HAC is actively involved in shaping federal policy and the affordable housing industry with its research, lending and conferences. We also deliver technical assistance, training and affordable loans at the local level to organizations that help rural communities prosper.

POSITION DESCRIPTION

The Housing Specialist will contribute to all aspects of HAC’s mission through a combination of responsibilities and special projects involving place, people, and community-based strategies. With a primary focus on development and sustainability of capacity to improve the housing conditions for the rural poor, the Housing Specialist will be responsible for providing direct technical assistance, coaching and training to nonprofit organizations, government agencies and others pursuing affordable housing and community economic development opportunities through state and federal programs.

The position comes with a competitive salary, generous benefits and the opportunity to work in a fun and mission-focused environment.

PRIMARY RESPONSIBILITIES

The Housing Specialist will be primarily based in either the Southwest or Western states and work with local partner organizations to identify financial resources and funding opportunities to support the preservation and development of affordable housing and community and economic development strategies specifically throughout expanses of Southwest and/or Western rural America. Duties include:

- Work collaboratively with HAC’s national office and regional staff through a national program of assistance to rural America.
- Provide housing and organizational development related technical assistance, training and information to nonprofit organizations, government entities, local communities and others to enhance their capacity to respond to their housing needs.
- Provide input on development of training and materials on a variety of rural housing and organizational development topics.
- Monitor housing needs and activities of specifically assigned communities and/or organizations.
- Develop workplans to ensure the delivery technical assistance and training, and monitor progress in achieving stated goals.
- Maintain contact with agencies, organizations, and state and local officials to provide and receive information on rural housing policy and program implementation.
- Serve as a liaison between local communities and governmental agencies in efforts to secure funds and other assistance, including assisting in the development of applications for funding and interpreting the housing needs of local communities to governmental agencies.
• Assist with implementation of research and information activities and loan fund activities, as needed.
• Plan and coordinate work with other HAC staff and external partners.

QUALIFICATIONS
The Housing Specialist will have knowledge of applicable federal, state, and local laws, rules and regulations, particularly those related to planning, zoning, and land use, as well as demonstrated knowledge of HOME and CDBG programs and associated federal programs. In addition, s/he will possess:

Required:
• Undergraduate degree in public administration, business, economics, political science, regional planning, sociology, or other related field or relevant work experience.
• Four (4) years of relevant nonprofit or tribal organization work experience.
• Demonstrated experience with federal programs such as HUD and USDA funding programs.
• Strong working knowledge of Microsoft Office, including Word, Excel, Outlook, and PowerPoint.
• Ability and willingness to travel and proximity to beneficiary organizations and or service region.

Preferred:
• Advanced degree in public administration, business, economics, political science, regional planning, sociology, or specific education and or training in architecture or construction science.
• Demonstrated experience with federal programs such as HUD and USDA funding programs, including those focused on Native Americans, Farmworkers and Colonias.
• Project management experience specific to affordable housing.
• Experience with LIHTC funding and Private Activity Bonds.
• Experience with managing contracts, grant administration, and compliance monitoring.
• Bilingual proficiency English/Spanish.
• Located within 2 hours of a major airport.

Any equivalent combination of education, training, and experience, which would provide the required knowledge and skills, may be considered.

COMPENSATION
The salary for this position is negotiable based on experience and qualifications. HAC offers an excellent benefit package including health coverage, flexible spending account, disability and life insurance and 403(b) contributions.

EQUAL OPPORTUNITY AND EMPLOYMENT
HAC is an equal opportunity provider and employer. HAC does not discriminate in hiring or employment practices based on race, color, ethnicity, gender, national origin, age, religion, sexual orientation, disability, marital or familial status, ancestry, or status as a veteran. HAC is committed to maintaining a multicultural work environment; women and minorities are strongly encouraged to apply.

TO APPLY
Cover letters, to include salary history/requirements and resume should be directed to jobs@ruralhome.org. Please be sure to include “Housing Specialist” in the subject line. Submissions received without cover letters with the required salary information will not be considered.