



**Southeast Colorado Regional Housing Authority
in conjunction with Southeast Colorado Enterprise Development, Inc.
Regional Housing Authority Program Director**

Date Posted: 9/10/26

Application Deadline: 9/18/26

Expected Start Date: 10/9/26

Salary Range: \$60,000 - \$70,000 annually based on experience and qualifications. SECED offers a generous employee benefits package (health insurance, retirement matching, and vacation/sick as per policy).

About SECRHA

The six-county region, including Baca, Bent, Crowley, Kiowa, Otero, and Prowers counties, recently created a Multijurisdictional Regional Housing Authority (RHA). This quasi-governmental entity can leverage funds collaboratively across the region to support housing efforts. The six counties' BOCCs formed the RHA and will allow all residents and municipalities within the boundary to participate. This serves all 25 municipalities in the region. Regional collaboration is essential to successfully implementing housing projects. Strong candidates will demonstrate the ability to collaborate with multiple agencies, governments, and interest groups.

SECED serves as the managing agency for the SECRHA, oversees the finances, and completes a yearly audit as required by law. The SECED Executive Director and the Regional Housing Authority Program Director oversee the Assistant Housing Director, along with a 13-member board that oversees the budget and yearly reviews. The RHA assists our 31 local governments with the development and financing of future housing projects through continued regional collaboration, land banking, down-payment assistance, technical assistance, grant writing, and leveraging regional funding.

The RHA has an established budget and operating revenue that will be leveraged for the development of future projects. Prop 123, passed in 2022, created the State's Affordable Housing Fund for affordable homeownership, land banking, equity programs, planning, programs serving homelessness, and concessionary debt programs. Prop 123 includes grant funds that assist in funding the Assistant Housing Director position.

Scope of Work

This position must work well independently and in a group setting, with peers and with the public, while providing excellent, respectful customer service and human relations skills, always supporting the SECRHA's mission and values. Further, the Assistant Housing Director will have a commitment to public service, an innovative and collaborative mindset, a strong desire to achieve results, and the persistence and knowledge needed to implement and improve strategies related to providing safe and affordable housing for the residents of SE Colorado.

The employee serving in the capacity of Assistant Housing Director will assist with the following duties:

- Managing RHA budget, housing programs, and drafting board reports.
- Tracking or documentation activities related to Prop 123 requirements including tracking a jurisdiction's annual growth commitment or fast track metrics.
- Completing activities that support our local governments' capacity to increase or expedite affordable housing, including navigating funding opportunities and grant applications, data collection or site inventory of property for potential development of affordable housing projects.
- Producing new sources of revenue for the RHA and assist buyers in the purchase of affordable housing.
- Reviewing land use entitlements for affordable housing developments submitted by the Regional Housing Authority, private developers, or other public-private partnerships.
- Leading the planning of affordable housing development projects on SECED own property or other public sites brought forward by local governments or partners.
- Collaborating with the region's local governments in identifying and analyzing potential affordable housing development opportunities and methods to increase and preserve the inventory of affordable housing.
- Collaborating with team members and stakeholders to create and implement special projects, policies, code and fee amendments related to affordable housing.
- Working with the community to understand their housing needs and concerns. This includes working with consultants on a Regional Housing Needs Assessment.
- Developing and maintaining positive relationships with city staff, residents, and community leaders to promote affordable housing development and continued housing growth within the region.
- Researching, identifying, developing, writing, submitting, applying for and reporting on grant and funding opportunities to support affordable housing opportunities.
- Managing compliance with grant and funding requirements.
- Staying current with local, state, and federal regulations that may relate to or impact affordable housing.
- Gathering, interpreting, and preparing data and metrics related to affordable housing.

- Providing staff support and prepare communications, reports, and plans for County Commissioners, City Councils, Town trustees, boards and commissions, and the public.
- Participating in team, division, department, and SECED staff meetings.
- Working collaboratively with other SECED programs and departments.
- Attending professional development workshops and conferences to stay abreast of trends and developments related to affordable housing.
- This position will require regional weekly travel and attendance at evening meetings on occasions.
- Performing other duties as assigned.

Applicant Requirements

- Applicant should have an associate's degree (required) or a bachelor's degree (preferred) in Construction Project Management or other related field and a should have a minimum of 2 years of experience in state, local government, or private housing development management or combination of equivalent, relevant work (preferred).
- Experience with federal and state grants, possess an understanding of the federal and state funding process, as well as basic understanding of state and local government structures and operations and the creation of financial budgets and reporting.
- Experience with Microsoft Office and Google Suite products.
- Applicants with existing connections at the state or local level within the region are preferred, as are applicants located within Baca, Bent, Crowley, Kiowa, Otero and Prowers Counties.

Email a resume, three references, cover letter citing qualifications, approach to the scope of work, and compelling reason why the applicant is uniquely prepared and positioned for this fulltime role to **seced@seced.net** no later than **Friday, September 18, 2026, at 5pm**. Applications will be reviewed, and interviews conducted no later than **Friday, September 25, 2026**. Preferred start date is **Friday, October 9, 2026**. Position is open until filled.

SECRHA/SECED is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SECRHA/SECED makes hiring decisions based solely on qualifications, merit, and business needs at the time.