

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

**Job Description and Scope of Work:**

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

The RHA will use SECED to be the managing agency to oversee the finances and complete a yearly audit as required by law. The SECED Executive director will oversee the Housing Director with a 12-member board overseeing the budget and yearly reviews. A Housing Development Director will be hired to work with the local municipalities and local Housing Authorities to bring forward projects and assist with the development of housing. The RHA is envisioned to be a resource to assist our communities with development and financing 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 leverage for the development of future projects. Prop 123 passed in 2022 that created the State's Affordable Housing Fund with an additional \$160M in FY22-23 and \$318M in FY23-24 for affordable home ownership, land banking, equity programs, planning, programs serving homelessness, and concessionary debt programs. Prop 123 includes grant funds that are assisting in funding the Housing Director position. This position will assist local communities with tracking Prop 123 commitments.

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, which support the region's mission and values.

Further, the 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 Regional Housing Director will be responsible for the following Scope of Work:

## SCOPE OF WORK

### Regional Housing Authority Director

#### Applications:

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](mailto:seced@seced.net) no later than **Friday, October 11, 2024**. Applications will be reviewed, and interviews conducted no later than **Monday, October 21, 2024**. Applicants should be prepared to begin the role no later than **Wednesday, November 6, 2024**. Position is open until filled.

#### Description of Services to be Provided:

The employee serving in the capacity of Regional Housing Director will:

- Managing RHA budget, housing programs, and board reports.
- Tracking or documentation activities related to Prop 123 requirements including tracking a jurisdiction's annual growth commitment or fast track metrics.
- 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.
- Produce new sources of revenue for the RHA and assist buyers in the purchase of affordable housing.
- Review land use entitlements for affordable housing developments submitted by the Regional Housing Authority, private developers, or other public-private partnerships.
- Lead the planning of affordable housing development projects on SECED own property or other public sites brought forward by local governments or partners.
- Collaborate 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.
- Collaborate with team members and stakeholders to create and implement special projects, policies, code and fee amendments related to affordable housing.
- Work with the community to understand their housing needs and concerns. This includes working with consultants on a Regional Housing Needs Assessment.
- Develop and maintain positive relationships with city staff, residents, and community leaders to promote affordable housing development and continued housing growth within the region.
- Research, identify, develop, write, submit, apply for and report on grant and funding opportunities to support affordable housing opportunities.
- Manage compliance with grant and funding requirements.

- Stay current with local, state, and federal regulations that may relate to or impact affordable housing.
- Gather, interpret and prepare data and metrics related to affordable housing.
- Provide staff support and prepare communications, reports, and plans for County Commissioners, City Councils, Town trustees, boards and commissions, and the public.
- Participate in team, division, department, and SECED staff meetings.
- Work collaboratively with other SECED programs and departments.
- Attend 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.
- Perform other duties as assigned.

#### **Applicant Requirements:**

- Applicant should have a bachelor's degree or master's degree in planning, Real Estate, Public Administration, Construction Project Management or other related field and a should have a minimum of 4 years of experience in state, local government, or private housing development management or combination of equivalent, relevant work.
- Should have experience with federal 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. □ Possess excellent communication skills and presentation skills □ Knowledge of MS Office.
- 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.
- Knowledge of a specific content area is advantageous but not a requirement.
- Real Estate broker license is advantageous but not a requirement.
- SECERHA has grant funds to provide additional in-house technical assistance training for the first two years of employment.

**Rate of Pay:** \$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)

*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. SECERHA/SECED makes hiring decisions based solely on qualifications, merit, and business needs at the time.*