

AFFORDABLE HOUSING PLANNER

Arundel Community Development Services, Inc. (ACDS) is an established nonprofit organization created by Anne Arundel County to develop housing and community development opportunities for low-income households and underserved communities. ACDS manages over \$25 million in federal, State, and local housing and community development funds. The organization works to make equitable and impactful investments on behalf of people and communities most in need. In addition to creating and preserving affordable housing and administering funds to nonprofit partners working in the community, ACDS directly implements several programs that serve limited income clients directly, including an award-winning Eviction Prevention Program, Property Rehabilitation Program, and suite of homeownership counseling services.

SUMMARY:

Are you interested in growing your skillset performing diverse assignments in the affordable housing and community development field? ACDS is a mission-oriented organization and is committed to performance, quality, and innovation. Our diverse team members are passionate about serving the community.

ACDS is seeking a professional whose primary responsibility will entail helping the agency grow and enhance its affordable rental housing portfolio through the administration of local and federal funding. In addition, the professional will serve as a liaison between ACDS, development partners and county agencies to facilitate the utilization of special policy tools designed to incentivize affordable housing development.

Specific duties include maintaining and updating the development application process, reviewing applications, interpreting, and analyzing pro formas and development plans, maintaining detailed paper and electronic files, and managing various components of the underwriting process. The Affordable Housing Planner will serve as a representative in local and regional planning and policy meetings and assist in developing needs assessments and other planning documents around affordable housing. Duties also include preparing and completing environmental reviews and assisting in the administration of affordable housing funding to housing subrecipients.

QUALIFICATIONS

This position requires a Master's Degree in urban planning, public administration, real estate development, finance, or a closely related field, or a Bachelor's Degree in a related field in combination with directly relevant work experience. Ability to comprehend and correctly use a variety of informational documents including federal regulations, contracts, agreements, deeds of trust, census data and demographic reports. Familiarity and comfort utilizing spreadsheets is a must. A working knowledge of affordable housing development and underwriting, CDBG and HOME Programs is desirable. The ideal candidate will understand basic land use and zoning principles and be comfortable with stakeholder engagement.

SALARY /BENEFITS: Salary is commensurate with experience.

LOCATION: Annapolis, Maryland

SCHEDULE: Full-time 40 hours per week (salary exempt position). Hybrid work is an option.

HOW TO APPLY: Please email your cover letter and resume to Human Resources at hrresumes@acdsinc.org.

ACDS is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.