

Chief Affordable Housing Officer

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.

A mission-oriented organization, ACDS is committed to performance, quality, and innovation and our diverse team members are passionate about serving the community.

POSITION SUMMARY:

The Chief Affordable Housing Officer is responsible for developing, planning, and implementing ACDS' affordable rental housing lending programs and strategy to increase and preserve the supply of affordable units in Anne Arundel County.

Reporting to the Chief Executive Officer as a member of the leadership team, the Chief Affordable Housing Officer is responsible for managing a team of three individuals and carrying out ACDS lending activities, compliance monitoring, and loan portfolio management. The Chief Planning Officer will serve as the organization's liaison to affordable housing developers, County agencies and government officials on development projects. The Chief Affordable Housing Officer will also serve as a thought leader on affordable housing development policy issues, financing strategies, and strengthening ACDS development capacity.

KEY RESPONSIBILITIES:

- Develop and enhance policies that create and preserve affordable housing opportunities, including inclusionary housing, workforce housing, lending, Payment in Lieu of Taxes (PILOT), and preservation policies.
- Research needs and policy solutions, seek stakeholder input, and draft and present policy proposals to CEO, ACDS Board and/or County officials.
- Oversee ACDS affordable housing lending to affordable housing developers, ensuring consistency with ACDS policies and compliance with federal, state and local requirements. Includes managing and training staff, developing and executing internal policies and procedures, meeting with developers, reviewing and underwriting analyses and other application components, coordinating and reviewing legal documents, and advising the CEO and Board of Directors.
- Supervise and mentor relevant staff.

- Coordinate with internal stakeholders and federal officials to ensure lending activities and projects meet federal requirements, including environmental reviews, cost reasonableness, Davis-Bacon, Buy Back America, Section 3.
- Procure, coordinate and manage relevant consultants as necessary.
- Track and manage budgets.
- Serve as ACDS liaison to County Office of Law, Office of Planning and Zoning and other relevant agencies on priority affordable housing developments; troubleshoot challenges in the development process and identify opportunities for partnership and collaboration.
- Manage and direct ACDS response to subordination and refinance requests on existing loans.
- Manage and direct maintenance of ACDS loan portfolio.
- Manage and direct compliance monitoring for affordable housing projects for which ACDS or the County has restrictive covenants and deed restrictions governing affordability and other policy objectives.
- Serve as the main staff liaison to the ACDS Board of Director's Development Committee, including setting meetings, developing agendas and presenting project and policy proposals.
- Serve as ACDS' in house expert on federal and state housing programs, regulations and policies that impact affordable housing development at the local level, including, but not limited to HOME Investment Partnership Program, and the federal Low Income Housing Tax Credit programming.
- Develop and maintain affordable housing data and performance objectives around affordable housing development and preservation on behalf of ACDS and the County.
- Represent ACDS and CEO at affordable housing stakeholder meetings.
- Seek out and identify new funding opportunities for ACDS and/or partner sponsored projects through grants, loans and innovative financing techniques; develop affordable housing plans/plan components and applications for affordable housing funding.

QUALIFICATIONS:

Leading candidates will have a passion for affordable housing development benefiting low- and moderate-income households. At least seven years of demonstrated high-level leadership success developing and implementing affordable housing projects and/or programs is desired. Candidates must excel at engaging stakeholders, CEO and Board of Directors. The ability to draft reports and make compelling presentations, as well as strong interpersonal communications skills are essential. Attention to details and an ability to review complex financial and regulatory requirements and present them to different audiences is essential. Candidates should have strong familiarity with affordable housing programs, policies and underwriting principles.

EDUCATION

A bachelor's degree is required, a law degree or advanced degree in urban planning, public administration, public policy, or a related field is strongly preferred, and a minimum of five years relevant work experience in affordable housing lending and policy development; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

SALARY/BENEFITS:

Salary is commensurate with experience. ACDS offers an excellent benefits package including comprehensive health insurance, a 12% employer contribution to the employee's 403(b) Retirement Plan, and free parking.

LOCATION: Annapolis, Maryland. Relocation assistance is not available for this position.

SCHEDULE: Full-time 40 hours per week (salary exempt position). This position works in the office 4 days a week and one day remotely.

HOW TO APPLY:

Please email your cover letter and resume to Human Resources at hrresumes@acdsinc.org. Resumes without cover letters will not be considered.

ACDS is an Equal Opportunity Employer