

## 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 annually 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.

### WHY JOIN OUR TEAM?

Along with competitive pay, ACDS offers excellent benefits (medical, dental, and vision plans, 100% employer Term Life Insurance, Long-Term Disability, 403b Employer Contribution (12%) as well as 15 days PTO and tuition assistance/professional development plans. We are committed to Diversity, Equity, and Inclusion, providing organizational-wide social opportunities, and constantly improving our ongoing efforts to positively impact the communities we serve.

### SUMMARY:

ACDS is seeking a professional whose primary responsibility will be to assist 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 budgets, proformas, and development plans, maintaining detailed paper and electronic files, drafting and negotiating loan and grant documents, and managing various components of the underwriting process. The Affordable Housing Planner will also serve as a representative in local and regional planning and policy meetings and assist in developing needs assessments and other planning documents related to affordable housing. Duties also include preparing and completing environmental reviews and assisting with compliance monitoring in the administration of affordable housing funding to project developers.

### QUALIFICATIONS

This position requires a bachelor's degree in Urban Planning, Public Administration, Real Estate Development, Business, Finance, or a related field and/or directly relevant work experience in affordable housing development and underwriting. This position requires excellent writing and communication skills, proficiency in the use of Microsoft Office Suites and the ability to comprehend and correctly use a variety of informational documents including federal regulations, contracts, agreements, finance documents, census data and demographic reports. A basic understanding of land use and zoning principles and experience in community engagement are helpful.

**SALARY:** Salary ranges from \$65,000 to \$75,000 depending on experience. Full-time 40 hours weekly, flex schedules offered. (In-Office work with potential for some hybrid work).

**LOCATION:** Annapolis, Maryland

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