



## **Regional Housing Alliance of La Plata County Interim Executive Director Job Posting**

The La Plata County Regional Housing Alliance is a Multi-Jurisdictional Regional Housing Authority (RHA) in conformance with Colorado Revised Statutes 29-1-204.5. It was created by an Intergovernmental Agreement between La Plata County, City of Durango, Town of Bayfield and Town of Ignacio and is governed by a 9-member Board of Directors with two representatives from each of the parties to the IGA and one at large member appointed by the Board.

The Board of Directors is seeking a highly qualified and experienced professional with at least three years of experience in affordable housing programs and projects to serve as Interim Executive Director. The Director shall be a temporary, full-time exempt employee of the RHA, receiving no benefits except two weeks paid vacation and ten days paid sick leave per year, as well as federally recognized holidays. The Director serves at the will of the Board and may be terminated without cause and with at least 30-day's notice. The RHA will enter into an employment agreement with the Director. The anticipated hiring range for the position is \$150,000 to \$165,000.

### **Term of Contract:**

The initial term of the employment agreement shall be for 18 months. At least 60 days prior to the end of this term, the parties shall determine by mutual agreement whether to extend the employment agreement.

### **Position Summary:**

The RHA has been in a state of dormancy for several years and is in the process of restoring itself to a fully functioning agency with the roles of sponsor, funder, and developer of affordable workforce housing. The Director is expected to support this effort and achieve the following objectives within the initial term of the employment agreement:

- Effectively managing the day to day operations and organizing monthly Board meetings with thoroughly developed and analyzed action items for consideration by the Board.
- Establishing working relationships with all of the member agencies and their respective elected bodies
- Establishing working relationships with the business communities, developers and home builders, non-profit housing organizations, and other interested groups and individuals
- Assisting the Board in formulating specific, achievable goals and objectives
- Developing strategies for securing long-term funding for the RHA, both operationally and for project funding and implementation
- Identifying and evaluating specific affordable housing project opportunities for the Board's consideration
- Resident in La Plata County, a plus



**Priority Assignments (Key Deliverables):**

- Detailed overall workplan by 6 weeks after hire.
- Serve as the Public Relations point of contact for the RHA including developing website and social media presence
  - Coordinating RHA Member Communication Direct and oversee public relations activities of the RHA to develop an understanding of affordable housing issues in the community.
  - Website complete and activated within three months of hire.
- Review and assess the La Plata County Economic Alliance Project Moxie Housing Report and make specific recommendations to the RHA Board as to what, where and how the RHA can add value in the processes and make recommendations taken from the report to commence action on.
  - Use list of funding ideas/information that La Plata County created and begin taking a deep dive into it (adding, subtracting, studying, doing financial calculations for each, assembling trusted legal information, etc.)
  - Assess the Housing Investment Strategy report “pipeline” of projects along with other opportunities that may emerge.
- Provide the RHA Board a Funding Pursuit Strategy that will include sources, amounts and timeline
  - Develop a committee made up of diverse stakeholders to assess and study all funding streams available for housing.
  - Provide a Funding Strategy and a backup strategy (especially if primary strategy is a tax) with an action for how the RHA can increase funding for affordable housing by September 1, 2022.
  - Secure the funding to continue this position for at least three years
  - Create a budget
- Perform the necessary research and background information gathering so RHA Board can make informed decisions regarding how to obtain resources. Include any stakeholders (i.e. Habitat for Humanity, Housing Solutions of the Southwest and HomesFund) as may be helpful.
- Help the RHA consider and evaluate, with partners, any potential roles in getting more units built
- Create and forge actual momentum to get housing built in La Plata County including in the municipalities. This will include activities such as: developing policies and strategies; meeting with developers; pursuing a manufactured home plant in the region; writing grants and following up on opportunities. Researching and formulating at least one major housing project selected by the Board for sponsoring, funding, and/or developing.

**To Apply:**

Email the following items to [shak@region9edd.org](mailto:shak@region9edd.org) by Friday, August 5, 2022:

- Cover letter with statement of interest and level of knowledge and understanding of the requirements for this position.
- Resume highlighting relevant experience and credentials
- Proposed terms for the employment agreement.

**Attachment A:** RHA Executive Director Job Description (for additional information)



**Regional Housing Alliance of La Plata County  
Executive Director Job Description**

**Job Summary**

The Executive Director plans, leads, and organizes the activities of the Alliance. Develops and implements Alliance objectives, short- and long-range plans and goals. Promotes affordable housing throughout the county. The Executive Director reports to the RHA Board and serves at the pleasure of the Board. The Executive Director shall be subject to an annual performance review by the Board.

**Essential Job Functions and Priority Assignments:** including, but not limited to:

**Operations**

- Responsible for the operation of the RHA and accomplishment of the RHA mission; including leading all activities of the Alliance, maintaining all of the financials, and maintaining legal and fiscal compliance.
- Provide vision and direction to the Alliance to achieve maximum performance; articulates the issues and sets agenda for dealing with issues; analyzes operation to evaluate the performance of Alliance.
- Oversee and effectuate the goals and objectives of the RHA as set forth by the Board and to allocate the resources of the RHA as necessary to accomplish such objectives.
- Prepare the RHA annual budget, providing for the appropriate allocation of the RHA's projected resources to implement the goals and objectives; and manage the financial affairs of the RHA in coordination with fiscal agent.
- Coordinate development of action plan(s); make recommendations to the RHA Board about how a consultant(s) could play a role; manage the action plan development and process; manage the contracts and work of any consultants; make recommendations related to next steps including hiring of future full-time staff.
- Identify funding opportunities and prepare grant applications for ongoing operations and specific project development.
- Assess changes in affordable or attainable housing need and supply; coordinate needs and market assessments of the community.
- Research and develop new programs and program types to meet identified community needs.
- Serve as an ex-officio (non-voting) member of the Board and all committees
- Manage organizational transition that supports the RHA mission and funding structure.

**Administration**

- Work with fiscal agent to make sure all clerical and administrative tasks are handled in a timely manner; organize agendas and meetings in collaboration with RHA attorney and fiscal agent; establish executive or other committees as needed; ensure tasks are followed up on between meetings that relate to projects, initiatives, etc.
- Provide reports for internal and external use by the Alliance.
- Provide a detailed annual report to the jurisdictions and the public that monitors an evaluation system of the Alliance's performance.

## ATTACHMENT A – INTERIM EXECUTIVE DIRECTOR JOB POSTING

- Attend meetings, workshops, conferences, seminars and other sessions, in order to gain knowledge of new or improved housing programs in the public and private sectors.
- Refer applicants and program participants to other community resources as needed. Perform other related duties as assigned.

### **Public Relations**

- Serve as the agency's primary point of contact and Public Relations Officer.
- Direct and oversee public relations activities of the RHA to develop an understanding of affordable housing issues in the community; communicate with business, private and public sector agencies to coordinate and assist in meeting community needs; perform speaking engagements, develop media responses and press releases.
- Make recommendations related to RHA communications such as a new brand and website.
- Provide input to the website for outreach and updating information
- Represent the Alliance and maintain liaison with regulatory agencies, local officials and community based organizations, interpreting and explaining the agencies programs, policies, services, needs and other matters of mutual interest.

### **Financial**

- Identify potential long-term funding strategies; assess the cost of services; identify and develop project partnerships; coordinate the development of proposals and grants.
- Cultivate strong relationships with local, state, tribal, and federal government administrative and legislative officials, particularly in relation to the continuation and enhancement of financial support to the RHA.

### **Qualifications: Experience, Knowledge, Skills, and Abilities:**

#### **Experience**

- Bachelor's degree from an accredited four-year college or university in public administration, business administration, or a related field; and,
- Five or more years of progressively responsible experience; with a minimum of three years of experience in the development of affordable workforce housing at an executive level; or,
- Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.
- Valid Colorado Driver's license.

#### **Knowledge**

- Principles and practices of executive level management.
- Knowledge of HUD and RDA programs, fair housing laws and related community resources.
- Knowledge of basic governmental processes and procedures.
- Knowledge of current practices, procedures, and regulations/laws related to the housing industry, including mortgage loan industry
- Knowledge of tax-exempt financing eligibility, government subsidized, secondary market and local or national housing programs, a plus.
- Computer applications related to the work.

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### **Skills, Abilities, Character, & Attitude**

- Must have the ability to promote RHA and build positive and sustainable relationships within the community.
- Proven ability to work effectively with lenders, community organizations, clients, and public officials.
- Grant writing, a plus.
- Innovative and creative thinking skills to develop customer-centric solutions based on internal and external feedback.
- Ability to read, analyze and interpret government regulations, professional periodicals and journals, and technical procedures. Ability to speak effectively before public groups and respond to questions.
- Ability to apply principles of logical thinking, solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to be flexible and perform work under time pressure.
- Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Researching, compiling, and summarizing a variety of informational and statistical data and materials, including market analysis.
- Communicating clearly and effectively, orally and in writing.
- Ability to act with discretion and maintain confidentiality.

### **Environmental Factors:**

- Work is generally performed in a typical office environment or at a home office.
- Working time may require irregular hours and/or on-call status. The incumbent's working conditions are typically quiet.
- Work may involve competing demands, performing multiple tasks, and working to deadlines. Extended standing or sitting may be required.

### **Physical Factors:**

- The employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel, and speak and hear and reach with hands and arms.
- The employee is occasionally required to climb or balance and stoop, kneel, crouch or crawl and traverse varied terrain. The employee must occasionally lift and/or move up to 10 pounds. The employee is occasionally required to drive a vehicle.
- Residency in La Plata County, a plus.