

HOUSING DEVELOPMENT MANAGER/GRANT WRITER

Land Acquisition, Project Development, Permitting & Grants
Habitat for Humanity of Cape Cod, Inc.

Summary: The HOUSING DEVELOPMENT MANAGER/GRANT WRITER has responsibility for land acquisition, project permitting, and project development and grants for Habitat's affordable home ownership program across the 15 towns of our service area. As a full time (40 hour) position this would also include grant writing and compliance communication – such as Town CPC grants, FHLBB, and other major project-related and organizational grants.

Background: As a mission-focused, volunteer-rich non-profit, Habitat, uniquely benefits from the involvement of many high level professionals who discount or contribute their services to us. Project management in this position involves working successfully with such contributors, and other paid contractors, consultants, staff and volunteers in a leadership and support capacity, as well as directly performing these tasks.

Responsibilities:

A. LAND ACQUISITION

1. Contribute to strategic recommendations on land acquisition and housing development; facilitate such discussions, as requested
2. Seek opportunities for land acquisition/housing development in any of the 15 Cape Cod towns, in accordance with priorities and parameters set by Habitat; initiate prospecting work and feasibility analyses in communities as requested
3. Serve as liaison to entity offering land opportunity, whether public or private, with the exception of broker represented properties, which shall be referred to Habitat's broker for representation
4. Evaluate RFP's for municipal land, coordinate response decision process and production of concept designs and other elements to shape response; prepare and submit proposals with all required documentation
5. Act as project manager, coordinating input and activities of Habitat staff, Habitat paid and pro-bono consultants, and feasibility task groups, for all activities leading to acquisition of land (or failure to acquire or decision to cease efforts to acquire), including feasibility analyses, title, coordination, agreements, and coordination with conveyancing attorney
6. Coordinate the completion of acquisition of properties – identified or awarded or in permitting

B. PROJECT DEVELOPMENT, PROJECT PERMITTING, CLOSEOUT

1. Act as Project Manager, convening teams of related staff and contributing or paid consultants to develop concept and finished designs of each project, related to progressive stages of project development
2. Directly responsible for producing and submitting Local Initiative Program applications, and ensuring timely compliance all aspects of DHCD's affordable housing programs, related to Habitat homes

3. Act as project manager between Habitat lead staff and volunteers and Habitat consultants, town officials, town staff and others to successfully garner all project permitting for Habitat home projects
4. Draft, produce and submit all project permit applications, in consultation and review with project attorney(s) and design team
5. Generate initial project pro forma, and revised versions from time to time.
6. Coordinate closely with, and provide support, as requested, to the Director of Construction in the securing of building permits, and throughout the project in tasks related to communications and problem resolution related to Town officials, infrastructure, engineering, zoning, and neighborhood issues
7. Conduct all communications with DHCD and other local, state and federal regulatory agencies, related to project development, comprehensive permit applications and inclusion of Habitat homes on Town Subsidized Housing Inventories
8. Provide clear and timely lists and summary information to relevant staff and consultants of unique project compliance requirements and monitor for implementation
9. Complete all related project completion activities, including contributing final budget to actual analysis and other end of project review, and compliance actions
10. Represent Habitat at numerous project related meetings, particularly with town committees and Boards. Includes evenings

C. GRANTS

1. Maintain strong knowledge of grant funding availability, and guidelines suitable to support Habitat's projects and programs
2. Perform project related grant seeking and grant writing, including but not limited to maintaining or establishing positive relationships with relevant grant source staff, boards or committees; generate recommendations to Executive Director and Resource Development Director related to sources to be pursued; perform all aspects of grant writing and submission with required documentation; perform interim and final compliance tasks, and final reports
3. Secure grants related to Habitat's solar and energy efficiency program
4. Provide related assistance to the Executive Director in working with Construction Lenders, whose support is integral to Project Feasibility, and to the FHLBB grant program

D. OTHER

1. Maintain highly organized electronic files for Land and Permitting and Grants on Habitat's computer system
2. Other duties from time to time, as requested by Executive Director

Qualifications & Skills:

- Minimum of three years' experience related to affordable housing, with focus on housing development
- Experience and expertise in most or all of the following
 - Site planning
 - Architectural & Design concepts
 - Zoning and permitting processes related to affordable housing in Massachusetts
 - Land conveyancing issues
 - Knowledge of MA and Town regulatory issues related to housing development
- Established professional relationships with relevant local and state agencies and professionals a very strong plus

- Ability to develop successful cooperative relationships with other organization/agencies and their key staff
- Ability to guide complex projects and meet established deadlines
- Ability to work successfully in a volunteer-rich work environment, utilizing the time and talents available while maintaining personal responsibility for final product.
- Minimum three years of grant writing experience that includes both governmental and non-government sources
- Successful experience with grant writing and compliance related to Community Preservation Act Grants, FHLBB Grants, CDBG, Solar funding, a strong plus
- Excellent communication skills on all levels (personal/verbal; formal presentation; written), including the ability to be responsive to questions asked, tell a compelling story, and shape a strong funding request
- Excellent project management skills
- Aptitude for understanding the unique elements of housing project proformas, descriptions, and timelines
- Strong computer skills
- Excellent project management skills
- Strong computer skills
- Ability to set priorities, meet deadlines, and manage a range of initiatives concurrently
- Ability to work successfully in collaboration with staff and volunteers
- Commitment to the mission of the organization

This is a full time exempt (salaried) position with hours/schedule to be determined with the Executive Director and will include occasional evening hours, as needed to represent Habitat at various Meetings.

Requires valid MA driver's license