



Community Development Specialist

Housing Assistance Council

1025 Vermont Avenue, Suite 606

Washington, DC 20005

www.ruralhome.org

HOUSING ASSISTANCE COUNCIL

The Housing Assistance Council (HAC) is a national nonprofit dedicated to helping local organizations across rural America build affordable homes and vibrant communities. To accomplish our mission, HAC provides its partners with technical assistance, training, and below-market financing to build affordable housing. We also maintain a prominent role in developing national housing policy, informing Congressional action, and publishing research. Our emphasis is on helping the poorest of the poor in the most rural places, particularly regions and populations with high needs: Native American communities, the Mississippi Delta, farmworkers, the southwest border colonias, and Appalachia.

POSITION DESCRIPTION

The Community Development Specialist helps to enhance the lives of rural residents by increasing access to community resources (e.g., parks, community centers, public libraries, childcare centers, health care facilities, public safety buildings or equipment, museums, historic sites, or other public spaces). The Community Development Specialist identifies and engages community stakeholders and provides direct technical assistance to rural organizations that want to increase access to community resources.

The position comes with a competitive salary, generous benefits, and the opportunity to work in a fun and mission-focused environment.

PRIMARY RESPONSIBILITIES

The Community Development Specialist works with nonprofits and local governments on all facets of project development. They identify the capacity of partner organizations, collaborate on project planning, help prepare grant and funding applications, and develop comprehensive project workplans and timelines. Primary responsibilities for this role include (but are not limited to) the following:

- Educate recipients on the community development process, community engagement, and establishing partnerships for community development Identify, assess, and clarify the roles of various partners and jurisdictions involved in project development and ongoing administration.
- Assist in the preparation of funding proposals and related documents.
- Identify resources to support project development.
- Instruct recipients on required project management reporting.
- Provide assistance that improves the financial management and reporting capacity of local project administrators.
- Evaluate project feasibility for grant and debt financing.
- Calculate a project's ongoing operating costs and sources of operating funds to plan for its long-term viability and sustainability.

QUALIFICATIONS

Certain education, knowledge, skills, and abilities for this position is required. Other abilities and experience are preferred.

Required

- Four years of relevant nonprofit or local municipality work experience.
- Knowledge of applicable federal, state, and local laws, rules, and regulations, particularly those related to community development.
- Knowledge of USDA Rural Development and other federal community and economic development programs.
- Proficient in Microsoft Office, including Word, Excel, Outlook, and PowerPoint.
- Excellent writing skills.

Preferred

- Undergraduate degree in public administration, business, economics, political science, regional planning, sociology, or other related field or equivalent relevant work experience.
- Experience in the development of community resources such as:
 - Health care facilities such as hospitals, medical clinics, dental clinics, nursing homes or assisted living facilities,
 - Public facilities such as town halls, courthouses, or street improvements,
 - Community support services such as childcare centers, community centers, fairgrounds, or transitional housing,
 - Public safety services such as fire departments, police stations, emergency shelters and disaster response centers, and public works facilities,
 - Educational services such as museums, libraries, or other cultural learning centers,
 - Utility services that support telemedicine or distance learning,
 - Local food systems such as community gardens, food pantries, community kitchens, food banks, food hubs or greenhouses.
- Advanced degree in public administration, business, economics, political science, regional planning, sociology, or specific education and or training in architecture or construction science.
- Experience with administering contracts, grant administration, and compliance monitoring.
- Bilingual proficiency in English and Spanish.

COMPENSATION

HAC offers competitive wages, benefits, and growth opportunities consistent with industry standards. Flexible benefits packages include health insurance; life and other insurance; financial benefits, to include a retirement plan with partial employer match; time off; and work/life benefits, to include education assistance. Salary range is \$50,000 to \$65,000 per year, depending on qualifications.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

While this position operates in a professional office environment, travel is required. The physical demands described in this section are representative of those that must be met by an employee to successfully

perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

- This role routinely uses standard office equipment such as computers, phones, photocopiers, printers, filing cabinets, and fax machines.
- This role routinely uses the English language to engage with internal and external stakeholders by phone, email, and in person. Employee is expected to be able to accurately exchange information with these stakeholders.
- The employee must be able to lift, up to, 15 pounds at times.

EQUAL OPPORTUNITY AND EMPLOYMENT

HAC is an equal opportunity provider and employer. HAC does not discriminate in hiring or employment practices based on race, color, ethnicity, gender, national origin, age, religion, sexual orientation, disability, marital or familial status, ancestry, or status as a veteran. HAC is committed to maintaining a multicultural work environment; women and minorities are strongly encouraged to apply.

TO APPLY

Please email a resume and brief cover letter to jobs@ruralhome.org with "Community Development Specialist" in the subject line. Applications will be reviewed upon receipt, with interviews starting immediately. Submissions received without cover letters with the required salary information will not be considered.

Position Title	Community Development Specialist
Reports to	Director, Training and Technical Assistance
Business Unit	Training and Technical Assistance
Location	Varies
FLSA Status	Exempt
Employment Status	Full-Time
Supervisory Responsibility	None
Telecommuter Status	Position is eligible for telecommuting.