



# Housing Assistance Council



## Rental Housing Development and Preservation Housing Specialist – Senior Level Position

### ABOUT THE ORGANIZATION

Founded in 1971, the Housing Assistance Council (HAC) is a national nonprofit and a certified community development financial institution dedicated to helping local rural organizations build affordable homes by providing below-market financing, technical assistance, training, research, and information services. HAC's mission is to improve housing conditions for the rural poor, with an emphasis on 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 SUMMARY

The Rental Housing Development and Preservation Housing Specialist is a senior-level role that combines expertise in multifamily housing programs, specifically focusing on USDA 515 and HUD rural housing programs, with the responsibility of providing technical assistance (TA) and guidance to staff and TA recipients, with a particular focus on transfers of USDA 515 properties. This position plays a leadership role in offering specialized knowledge on USDA 515 transfers and affordable housing preservation, supporting the success of affordable housing initiatives, and ensuring program compliance. The Senior Housing Specialist - Multifamily Housing collaborates with stakeholders, delivers training sessions, and provides customized support to enhance program effectiveness.

This position is **remote work eligible** and comes with a competitive salary, generous benefits, and the opportunity to work in a fun and mission-focused environment.

### PRIMARY RESPONSIBILITIES

TA and Guidance – 515 Transfers



1025 Vermont Ave NW, Suite 606, Washington, DC 20005



[ruralhome.org](http://ruralhome.org)

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- Managing a pipeline of 515 transfer technical assistance requests.
- Providing hands-on technical assistance to nonprofit organizations interested in acquiring USDA funded (Section 515) affordable multifamily properties.
- Assisting TA recipients in obtaining and reviewing third party reports such as appraisals and capital needs assessments.
- Assisting TA recipients in developing preservation and financing strategies.
- Evaluating properties using USDA Preservation Assessment Tool (PAT) and other feasibility tools.
- Assisting TA recipients with purchase contract negotiations with sellers.
- Preparing and packaging USDA transfer applications and assisting with financing application preparation.
- Coordinating with USDA and shepherd the property transfer application through the USDA transfer process. Managing a team of HAC staff and consultant subject matter experts assisting with technical assistance engagements.

General Preservation Technical Assistance and Guidance:

- Provides expert technical assistance and guidance on USDA 515 and HUD rural housing preservation to stakeholders, including government agencies, property owners, and management companies.
- Represents HAC as a rural housing preservation expert in convenings, etc.
- Conducts training sessions, workshops, and webinars on program regulations, policies, and best practices.
- Responds to inquiries and provides prompt and accurate information on program compliance, eligibility, tenant certification, occupancy guidelines, and reporting requirements.
- Develops and disseminates educational materials, resources, and tools to support stakeholders in their understanding and implementation of multifamily housing programs.

Program Compliance and Quality Assurance:

- Remains up to date on USDA 515 and HUD rural housing program regulations, policies, and guidelines to ensure compliance.
- Prepares and submits timely reports to funders.

Stakeholder Engagement and Relationship Management:

- Establishes and maintains positive relationships with potential nonprofit purchasers of rural multifamily properties, government agencies, other community organizations, property owners/sellers, and tenants.



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- Acts as a liaison between the organization and external stakeholders, facilitating effective communication and addressing concerns.
- Collaborates with stakeholders to identify their technical assistance needs, provide customized support, and ensure program goals are achieved.
- Engages in collaborative initiatives and partnerships to enhance the delivery of multifamily housing programs and services.

Research and Knowledge Development:

- Stay abreast of industry trends, policy changes, and emerging best practices in affordable housing preservation and multifamily housing programs.
- Perform thorough research and analysis to identify innovative approaches, new funding opportunities, and programmatic enhancements.
- Collaborate in developing program policies, guidelines, and resources using research findings and industry insights.
- Disseminate knowledge and expertise through presentations, publications, and active engagement in conferences and working groups.

## **QUALIFICATIONS**

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

- Bachelor's degree in a relevant field such as public administration, urban planning, or housing management. A master's degree is highly desirable. 7-10 years of direct experience will be considered in lieu of education.
- Extensive knowledge and experience in USDA 515 and HUD rural housing programs, including regulations, policies, and compliance requirements.
- Demonstrated expertise in providing technical assistance, training, or consulting services in affordable housing or a related field.
- Thorough grasp of financial management, budgeting, and reporting for multifamily housing programs.
- Experience in affordable rental housing, including development processes, financial feasibility analysis, public financing sources, multi-layered deal structuring.
- Familiarity with federal, state, and local community development programs, especially USDA Rural Development and Low-Income Housing Tax Credits.
- Excellent interpersonal and communication skills, with the ability to effectively convey complex information to diverse audiences.
- Demonstrated ability to build relationships and collaborate with stakeholders at various levels.



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- Strong analytical and problem-solving skills, with the ability to assess program performance and recommend improvements.
- Proficiency in using relevant software applications and databases.

## **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 \$85,000 to \$102,000 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,
- 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, and
- must be able to lift up to 15 pounds at times.

## **EQUAL OPPORTUNITY EMPLOYMENT INFORMATION**

HAC is an equal opportunity provider and employer. HAC does not discriminate in hiring or employment practices on the basis of 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.



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**TO APPLY**

Please email a resume and brief cover letter to [jobs@ruralhome.org](mailto:jobs@ruralhome.org) with “Rental Housing Development and Preservation Housing Specialist – **Senior Level Position**” 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.

<b>Position Title</b>	Rental Housing Development and Preservation Specialist, Senior Level
<b>Reports to</b>	Director, Training and Technical Assistance
<b>Business Unit</b>	Training and Technical Assistance
<b>Location</b>	Varies
<b>FLSA Status</b>	Exempt
<b>Employment Status</b>	Full-Time
<b>Supervisory Responsibility</b>	None
<b>Telecommuter Status</b>	<b>REMOTE WORK ELIGIBLE</b>

