



Housing Assistance Council



Housing Specialist | Community Builder

(Financial Management, Real Estate Finance, Construction Management, Native American Housing Specialist, Community Development Specialist, Homeless Prevention and Assistance Specialist, and Homeowner Rehabilitation Specialist)

Six (6) Positions Available

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 Community Builder plays a crucial role in advancing HAC's mission, engaging in a range of responsibilities and special projects that focus on place, people, and community-based strategies. With a primary emphasis on developing and sustaining the capacity to improve housing and communities in rural areas, the Community Builder provides direct technical assistance, coaching, and training to nonprofit organizations, local and regional government agencies, and others. This role is key in facilitating affordable housing and community and economic development opportunities through state and federal programs.

HAC is seeking to hire six (6) Community Builders, each bringing expertise in one or more of the following areas: Financial Management and Accountability, Real Estate Finance, Construction Management, Housing on Native American Lands, Community and Public Facilities, Homeless Prevention and Assistance, and Homeowner Rehabilitation.

This position is open to candidates located anywhere in the contiguous United States, within a two-hour drive of a major airport, enabling efficient travel as needed.

PRIMARY RESPONSIBILITIES



1828 L St NW, Suite 505, Washington, DC 20036



ruralhome.org

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EMPLOYER AND LENDER*

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Community Builders collaborate with local partner organizations to identify financial resources and funding opportunities, supporting the preservation and development of affordable housing and community and economic development strategies, particularly in rural areas. Key duties include:

- **Capacity Building:** Engage in comprehensive capacity building efforts with nonprofit organizations, government entities, and local communities, focusing on enhancing their ability to effectively address and manage housing needs and community development.
- **Technical Assistance:** Provide in-depth technical assistance covering the full cycle of support, including the development, implementation, and monitoring of technical plans of assistance tailored to specific community or organizational needs. Ensure responsiveness to evolving housing challenges.
- **Training:** Deliver specialized training sessions and workshops on housing development, organizational management, and/or in areas of expertise (e.g., Rental Development, Construction, Homeowner Rehab, or Financial Management).
- **Material Development:** Contribute to the creation and refinement of training materials and resources across a broad spectrum of rural housing and organizational development topics.
- **Community and Organizational Monitoring:** Monitor housing needs and activities within assigned communities and organizations, aligning assistance and resources with their unique requirements.
- **Stakeholder Engagement:** Maintain robust communication with agencies, organizations, and state and local officials, exchanging vital information on rural housing policy and program implementation.
- **Liaison:** Act as a key intermediary between local communities and governmental agencies, assisting in securing funds and other forms of assistance, including developing funding applications and interpreting housing needs for governmental agencies.
- **Research and Loan Fund Coordination:** Support and coordinate research initiatives, information dissemination, and loan fund activities as needed.
- **Collaborative Planning and Coordination:** Work closely with HAC staff and external partners in planning and coordinating various project-related activities, ensuring a unified and effective approach.

QUALIFICATIONS

- **Education and Experience:** An undergraduate degree in public administration, business, economics, political science, regional planning, sociology, or a related field plus four years of relevant work experience, or a total of eight years of relevant work experience in the absence of a degree.
- **Real Estate Finance:** Knowledge or experience in the financing of real estate development activities, such as Rental Development or Homeowner Rehabilitation.



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- **Specific Expertise:** Expertise in one or more of the following areas: Financial Management and Accountability, advanced Real Estate Finance, Construction Management, Housing on Native American Lands, Community and Public Facilities, Homeless Prevention and Assistance, and Homeowner Rehabilitation.
- **Organizational Skills:** Strong ability to manage multiple projects and meet deadlines effectively while working independently.
- **Collaboration in a Virtual Work Environment:** Ability to work both independently and collaboratively, with the capability to demonstrate initiative and foster relationships in a virtual environment.
- **Communication Skills:** Excellent verbal and written communication skills, with the capacity to report project outcomes clearly and effectively.
- **Attention to Detail:** Respects their role as a member of a team and prioritizes accuracy, efficiency, and timeliness.

COMPENSATION AND BENEFITS

The Community Builder is a full-time exempt position. The position reports to the Senior Housing Specialist. The salary for this position is between \$62,000 to \$75,000 per year, depending on qualifications. HAC offers competitive wages, benefits, growth opportunities consistent with industry standards, and the opportunity to work in a fun and mission-driven environment. 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.

PHYSICAL REQUIREMENTS

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



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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 Builder” in the subject line. Cover letters should discuss your interest in the position and in working at HAC. Resumes without a cover letter will not be considered. Applications will be reviewed upon receipt, with interviews starting immediately.

Position Title	To be determined based on the skills to be utilized, including: Housing Specialist, Community Development Specialist, or Native American Housing Specialist.
Reports to	Senior Housing Specialist
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.

