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JOB OPPORTUNITY

Director of Housing & Properties

The Delridge Neighborhoods Development Association (DNDA) integrates art, nature, and neighborhood to build and sustain a dynamic Delridge. Founded in 1996, DNDA develops and preserves affordable housing (currently 144 units at 7 properties), owns/operates the Youngstown Cultural Arts Center, and runs a suite of environmental, youth, and arts programming, with a focus on racial and social justice.

POSITION: Housing and Properties Director
REPORTS TO: Executive Director
SALARY: \$50,000-\$60,000, depending on experience, plus benefits

This position provides oversight and direction for all DNDA properties, including oversight of property management contracts, management of property funding relationships, administration of government reporting, and representing DNDA on issues pertaining to DNDA properties. This position is expected to adhere to the mission and values of DNDA, and will be responsible for the following, as well as additional duties as assigned by the Executive Director.

Fiscal Management

- Oversee development of annual property budgets; present budgets for Board approval.
- Work with Finance Committee on organization-wide oversight and budget management.

Housing and Property Management

- Oversee property management contract ensuring a regular program of maintenance and upkeep for all properties and ensuring residents' needs and concerns are heard and addressed.
- Develop and maintain a strong working relationship with property management firm.
- Comply with all reporting requirements in a timely manner, internally and to funders and regulators.
- Troubleshoot issues, raising high priority issues to the Executive Director and Board of Directors as needed for response and/or resolution.
- Represent DNDA on boards and commissions related to housing and development.
- Explore development opportunities and partnerships and develop proposals consistent with strategic direction.
- Oversee resource development and project management for any new development, consistent with Board approval.
- Manage leases for all DNDA commercial properties.
- Coordinate the work of contractors as needed at all commercial properties.
- Provide monthly activity and status report to DNDA Board and Executive Director

"Integrating Art, Nature, and Neighborhood to build and sustain a dynamic Delridge"

Leadership & Community Engagement

- Manage competing priorities while maintaining a long term vision for DNDA properties.
- Maintain working knowledge of significant trends in the field of affordable housing.
- Monitor effectiveness of programs and services, implement changes as necessary.
- Identify and develop strategic partnerships for programs and projects.
- Establish and maintain effective relationships with nonprofit and government partners and collaborating organizations.
- Work to create a sense of community at each property, and connect residents and community stakeholders with other DNDA and community programming, as applicable.

Board of Directors

- Provide staff support on Board committees, including proposed agenda items, monthly property and asset management reports, and report on highlights in committee and at monthly Board meetings as necessary.
- Keep the Board well informed regarding the management and condition of DNDA properties and crucial issues affecting its present and future.
- Work with the Board and committees to formulate policy recommendations and set priorities.
- Work in partnership with the Board to raise funds for programs and projects.

Desired Qualifications

DNDA is seeking and encouraging candidates with a Bachelors Degree and/or a minimum of 4 years of affordable housing experience and/or AHMA certification, to apply. Candidates with experience in property management, housing development, budget development, capital improvements, and/or financial reporting are encouraged to apply. Candidates must have the ability to read and understand operating agreements, regulatory agreements, financial reports, banking statements, capital needs assessments and audit reports. Women, people of color, and low-income individuals are encouraged to apply.

TO APPLY, please submit to jobs@dnda.org, a resume, three professional references, and a specific cover letter expressing why you are interested in and qualified for this particular position. Generic cover letters will not be considered. This position will remain open until filled. Candidates applying by April 4th will receive priority. Thank you for your interest.