



GAINESVILLE HOUSING AUTHORITY
Where Housing Matters

JOB DESCRIPTION
VICE PRESIDENT OF DEVELOPMENT

SUPERVISION REQUIRED:

The VP of Development shall work under the direct supervision of the CEO.

POSITION CLASSIFICATION:

Exempt.

POSITION SUMMARY:

The VP of Development is responsible for assisting with the Planning, Development, Management, and Implementation of development projects, construction activities, real estate portfolios, and business planning. The incumbent will prepare, perform, and analyze pro formas, financial modeling of development projects, and be responsible for the oversight of financing/budgeting for projects.

The VP of Development will work with various Housing and Urban Development (HUD) financing programs to include the Rental Assistance Demonstration (RAD) program, as well as the Florida Housing Finance Authority and other state and local funding. The VP of Development will market the programs to potential development sponsors, attends public meetings and advocates for affordable housing for our community, keep up with regulatory changes and provides advocacy for affordable legislature, policies and procedures.

The VP of Development will coordinate the planning activities of the Authority with the City of Gainesville's Master Plan and all neighborhood and other community planning efforts that may affect GHA or GHDMC (our instrumentality).

The VP of Development will be responsible for increasing GHDMC's portfolio and GHA's repositioning opportunities. The VP of Development will also perform duties as a Project Manager for all construction projects.

REQUIRED EDUCATION AND EXPERIENCE:

- This position is a technical and administrative position that requires an in-depth knowledge of modernization, rehabilitation, and new construction processes relevant to multi-family and elderly residential housing.
- Bachelor Degree in Business administration, Urban Planning, Public Administration, or related field and a minimum of five years in innovative financing, analytical, and negotiating skills; an assertive attitude towards relationship building; working with a

- variety of clients, the knowledge to interpret federal and state regulations; the ability to communicate concisely orally and in writing is essential. Knowledge of financing, business, accounting, real estate or a related field and/or a combination of related education and experience. Equivalent combination of education, training and experience which provides the required skills, knowledge, and abilities.
- Must be familiar with Equal Employment Opportunity, Section 504, and Section 3 requirements.
 - Ability to chair and facilitate meetings, bid openings, and pre-construction conferences.
 - This position is a safety sensitive position and as such requires pre-employment drug screening and police background check.
 - A valid Florida's Driver's license and vehicle is required and must be maintained throughout period of employment.

COMPETENCIES:

- **CRITICAL THINKING:** Ability to obtain, analyzes, synthesize and evaluate information effectively.
 - Utilizes logical reasoning to make judgements in accordance with established professional and organizational criteria.
 - Objectively identifies goals and makes decisions by considering both short-term and long-term implications.
- Creatively identifies opportunities to increase efficiency, simplicity.
 - Effectively recognizes and considers the forces, events, entities, and people that effect a situation before making a conclusion.
- **ORGANIZATIONAL ACUMEN:** The ability to understand and navigate governance, administration, and culture in the internal and external environment demonstrating commitment to organizational mission.
 - Acts in a decisive, timely and appropriate manner that is congruent with the organization's values and goals.
 - Integrates and balances big picture concerns related to political, social and economic issues effecting the organization with day-to-day activities.
 - Knowledgeable of policies, practices, trends and information that impact the organization.
- **STAKEHOLDER FOCUS:** Centralize all efforts and tasks around meeting the needs of stakeholders to support the organization.
 - Addressees stakeholder need in a positive and efficient manner by involving the right people and resources at the right time.
 - Understands the audience and seeks feedback to identify opportunities to improve the relationships and deliverables.

- Creates Stakeholder value utilizing service processes that attract, solidifying and expand the total stakeholder relationship.
- Considers the impact on all stakeholders when taking action or carrying out one's own job responsibilities.
- **EFFECTIVE COMMUNICATION:** Ability to listen and effectively relay information to others in all forms of communication.
 - Communicates effectively and share information appropriately with internal and external constituents through multiple mediums.
 - Interprets information, ideas, and instructions clearly in verbal and written communication.
 - Demonstrates active listening checks for understanding and clarity by asking the right questions.
 - Maintains composure and communicates in a direct, truthful, transparent and positive manner.
- **ADAPTABILITY/INNOVATION:** Applies original thinking in approaching job responsibilities, overcoming challenges and adjusting to changes in one's environment.
 - Sustains effectiveness in varying environments with different tasks, responsibilities, and people in the face of ambiguity or uncertainty.
 - Courageous with ideas,; generates new ideas and creative solutions that impact results.
 - Maintains flexibility to accept, embrace and lead change.
 - Responds effectively to unique needs, adapting solutions and providing creative and/or flexible options.
- **ACCOUNTABILITY:** Takes responsibility for work activities, personal actions and self-development.
 - Acts resourcefully, ensuring work is completed on time and to quality standards within legal guidelines and policy.
 - Finds opportunity for personal and professional development keeping up-to-date on technical and functional aspects of one's job.
 - Accepts feedback openly, acknowledging and learning from mistakes, without becoming defensive.
 - Uncovers problems and issues and removes barriers in order to move the work forward.