

Program Director

[Plymouth Redevelopment Authority Plymouth, MA, USA](#)

Compensation

\$48,000. to \$51,000. Annually

Employment Type

Part-Time: 30 hours per week.

The Program Director will serve on the staff of the Plymouth Redevelopment Authority (Authority). The services to be provided by the Program Director in this capacity shall include, but not be limited to, the daily management of the various programs/services associated with the Authority and supervision of independent contractors as applicable.

The Program Director will be responsible for periodic and monthly reports to the Board of Directors of the Authority, program design, monitoring of ongoing loan programs, grant preparations, inter-town department participation of programs, and the performance of other duties appropriate to the position as from time to time may be required.

The Program Director will work in collaboration with the Director of the Office of Community Development and will report directly to the Board of Directors of the Authority.

ESSENTIAL FUNCTIONS

Management of Affirmative Fair Housing Marketing for LIP and 40B programs

Management of the Affordable Housing Lottery Services and Programs in conjunction with the guidelines established by the Department of Housing and Community Development (DHCD)

Oversight, management and administration of the First Time Home Buyer program, classes and services provided by the Authority.

Work in collaboration with other Town Departments and organizations in the development and implementation of programs and resources that support the development of affordable housing units in the community.

Act as a liaison for the Authority with a variety of state and federal agencies including, but not limited to, Massachusetts Housing Finance Agency (MFHA), MassHousing, Department of Housing and Community Development (DHCD), Department of Housing and Urban Development (HUD), MassDevelopment and other associated state and federal agencies/departments.

Management of Rehabilitation programs such as USDA HPG, MassHousing Purchase and Rehab, MassHousing Get the Lead Out

Provide direct Housing Counseling to clients to assist first time homebuyers and others in the financing and purchasing of a home.

Management of the HUD Housing Counseling program

HUD Reporting

First Time Home Buyer Education

Foreclosure Prevention Counseling

Management and oversight of the redevelopment of public and/or private parcels as deemed appropriate by the Board of Directors of the Authority.

Grant writing and administration of Federal, State and Private Charity programs.

General oversight and administration of the accounts of the various programs provided by the PRA.

Work in conjunction with staff within the Authority office.

Attend evening Monthly Board Meetings and record Minutes; a portion of time would be participating in workshops, and attending meetings outside of the office.

QUALIFICATIONS

Associate's Degree, or a minimum of 5 years of experience in the field of housing development and/or financing, housing counseling programs, or an equivalent combination of education and experience.

HUD Housing Counseling Certification preferred.

Experience having oversight and management responsibility in administering the programs and services of a small organization.

KNOWLEDGE, ABILITY AND SKILLS

1. Excellent leadership and team-work skills;
3. Excellent research, verbal, and written skills; ability to understand and interpret budgets; ability to work with data to drive quality decision-making;
4. Ability to communicate with and translate the needs and concerns of diverse constituencies;
5. Understanding of federal rules and regulations in the affordable housing and economic development arena;
6. Experience in managing federal and state grants; and
7. Ability to meet deadlines and to handle multiple tasks.

JOB ENVIRONMENT

Work is performed under typical office conditions.

PHYSICAL REQUIREMENTS

Employee is required to utilize a computer, multiple applications, phone, and other office machines, as well as occasionally lift and/or move objects weighing up to 30 pounds, etc.