



P.O. Box 1200
Estes Park, CO 80517
970.591.2535

Housing Program Manager

The Housing Program Manager for the Estes Park Housing Authority will play a vital role in the creation, management, compliance, and evaluation of housing programs for the Estes Valley. The position will lead all housing program initiatives to increase the stock of affordable and workforce housing in coordination with the Executive Director.

The Housing Program Manager will oversee an annual budget of \$500,000 to \$2,000,000 annually to create and manage housing programs. This position is responsible for all deed-restricted properties in the Estes Valley and their annual compliance. The position will also be primarily responsible for creating and supporting strategies, gathering and interpreting data, and provide recommendations to leadership for the implementation of housing solutions to support the Estes Valley.

DESCRIPTION OF WORK

The employee must interact with program participants, other Estes Park Housing Authority, Loveland Housing Authority and Town of Estes Park personnel, Board Members, as well as other members of the public. The employee must show positive and professional conflict resolution abilities and skills. Communication should be effective through the use of face-to-face conflict resolution and non-use of gossip/hearsay with the intent of a positive outcome for all parties. The employee is a key public figure for the Housing Authority and must display a professional attitude in working with residents, all staff, and agencies.

General Statement of Duties:

- Collaborate with the Executive Director to create and maintain EPHA's housing program portfolio.
- Responsible for a wide range of budgets within the program portfolio to ensure efficient operation.
- Provide financial oversight over programs, including contracts, to ensure all expenditures remain within the contractual limitations and scope of the program.
- Write and develop policies and procedures for EPHA's program portfolio to include the development of deed restrictions, down payment assistance Programs, or other programs in coordination with the Executive Director.

- Assist the Executive Director with funding proposals, including the presentation of projects to funders, partners, elected officials, and the EPHA Board of Directors as necessary.
- Work to create new affordable workforce, and attainable housing programs through the development, expansion, and constant evaluation of programs through the evaluation and creation of financial proformas.
- Build operational systems required for the administration of housing programs and deed restrictions.
- Maintain proper and accurate record-keeping using IT and other agency resources.
- Coordinate with the Executive Director to evaluate and select appropriate IT resources and solutions to adequately manage, support, and ensure compliance with all housing programs.

Additional Responsibilities

- Responsible for the ongoing and annual compliance for all deed-restricted properties in the Estes Valley.
- Assist in the production of annual housing plans and long-term planning initiatives.
- Other duties and projects as assigned by the Executive Director.

Knowledge, Skills, and Abilities

- Establish and maintain positive and productive relationships with external partners and Estes Park Housing Authority staff.
- Possess excellent written and verbal communication skills; and be able to represent the Estes Park Housing Authority in a professional and positive manner with an ability to present in public presentations.
- Work successfully in a collaborative atmosphere and provide excellent customer service; but must also be able to work independently.
- Ability and willingness to take initiative, exercise good judgment, and make sound decisions within the scope of assigned authority.
- Must be able to use Microsoft Office Software products such as Word, Excel, and PowerPoint and Google Suite.
- Knowledge of real estate project finance, including commercial finance, the federal Low Income Housing Tax Credit program, tax-exempt bonds, municipal financing, special districts, and tax-increment financing.
- Thorough knowledge of federal, state, and county laws, codes and policies pertaining to affordable housing, non-profit governance, land use, and development.
- Experience in researching, drafting and implementing policy, and ability to correctly interpret and apply policies, rules and regulations.
- Knowledge of affordable housing services, paired with strong collaboration within state and federal housing agencies.
- Ability to compile, analyze and report data, ability to meet critical deadlines.
- Highly organized with attention to detail and excellent organizational skills.
- Bilingual oral and written skills are strongly preferred. (English/Spanish)

Supervision Received:

Position reports directly to the Executive Director

Supervision Exercised: This position may supervise non-exempt and non-supervisory exempt positions.

Position Specific Competencies

- Bachelor’s degree from an accredited college or university, or a combination of equivalent education and work experience which produces the required knowledge, skill, and abilities in business administration, finance, real estate, public administration, or related field.
- Project Management abilities, including budgeting, scheduling, and adherence to specifications and requirements.
- Ability to manage multiple projects simultaneously.
- Assist Executive Director with the development of long-range strategic planning and annual plans and budgets which support housing programs.
- Work is characterized as being public-orientated through effective public relations.

Education/Experience Qualification:

- Bachelor’s Degree required
 - Five years of relevant work experience in managing housing programs would be an acceptable substitution in the absence of a bachelor’s degree.
- Licensed as a Realtor through the Colorado Real Estate Commission Preferred.

Working Environment

Work is generally performed in an office environment that may require sitting for extended periods of time, repetitive keyboard motion, reaching, bending, and kneeling. Light physical effort may be required by moving and positioning objects up to 20 pounds occasionally and/or 10 pounds frequently. Occasionally work will be performed in the field, which may include navigation of construction sites and inclement weather. Work is generally completed during normal office hours but may occasionally include evenings or weekends. Remote or semi-remote options are available.

Driver’s License and Background Check

- Must possess and maintain a valid driver’s license with an acceptable driving record (no major violations within the last three years) and be insurable through Estes Park Housing Authority insurance carriers.
- A criminal history, credit and motor vehicle background check is required.

HIRING RANGE

\$65,000 - \$85,000