

Housing Program Manager - Senior Planner
Central Shenandoah Planning District Commission

The Central Shenandoah Planning District Commission (CSPDC) is a regional planning organization serving 5 counties, 5 cities and 11 towns in the heart of the Shenandoah Valley.

The CSPDC is seeking a professional to implement a \$2 million grant award by Virginia Housing to establish and build an affordable housing program in the Central Shenandoah region. This position will work with member jurisdictions, for-profit and non-profit housing contractors/developers, public housing authorities, supportive housing agencies, realtors, mortgage lenders and others to develop a regional housing program that addresses the critical need and shortage of affordable and workforce housing in the region.

The position has responsibility for assessing the needs for affordable housing, identifying current and possible resources to meet the needs, building consensus and coordinating the program among stakeholders. Monitors and provides technical assistance for housing projects in which CSPDC has made an investment to ensure consistency with activities provided in the approved funding application and the timely delivery of affordable housing units. Serves as point-of-contact for Virginia Housing, state funding agency, including preparing programmatic and financial reports, organizing and facilitating meetings, and ensuring compliance with all grant regulations. Participates in a state-wide working group made up of other PDC housing grant awardees.

A Master's degree in Planning, Architecture, Public Administration or related field or equivalent amount of education and experience is required. Experience in a senior level planning position with a foundation in housing programs, community development, grant management and collaboration of stakeholders highly desired. Excellent written and verbal skills, problem solving skills, and ability to establish broad working relationships required. Organizational and time management skills required. The successful applicant must be a self-starter with the ability and knowledge to develop a broad, complex program from the ground up. Knowledge of housing finance mechanisms, government regulations and resource development highly desired.

Position offers a comprehensive benefits package and competitive salary based on experience. The hiring salary range is \$65,000 - \$75,000 subject to qualifications. This is a three-year grant, with excellent opportunity for being extended. For consideration submit a cover letter and resume to Executive Director, Central Shenandoah Planning District Commission, 112 MacTanly Place, Staunton, VA 24401 or email to rita@cspdc.org. Position is open until filled. Review of resumes will begin in early September. The CSPDC is an Equal Opportunity Employer.