

Notice of Job Opportunity
Inc. Village of Hempstead Community Development Agency
Program Director

The Village of Hempstead Community Development Agency (CDA) is a public benefit corporation created for the benefit of the Village of Hempstead residents and businesses.

Job Description: The Program Director will report directly to the CDA Commissioner and will be responsible for the successful initiation, planning, design, execution, monitoring, controlling and closure of economic and community development projects on behalf of the Village of Hempstead.

Job Responsibilities:

- Managing multiple grants and projects
- Coordinate with multiples local, State and Federal agencies, departments, contractors, and municipalities on economic and community development projects
- Track project status and resolve issues
- Submit project status updates and reports to project funders
- Review funding applications from public service and business organizations
- Submit and track reimbursement claims
- Create and Review RFPs, contracts, and agreements
- Approve invoices and payments
- Track Agency finances
- Attend staff meetings
- Attending board meetings, forums, seminars, & other community events, some evening hours will be required
- Help with day to day office operations
- Other responsibilities may be added as they arise

Job Requirements:

- Direct experience with managing Community Development Block Grants and HOME Investment Partnership Programs, and working knowledge of HUD regulations required
- Must be able to plan, create and manage project budgets, oversee and document all aspects of assigned projects
- Time management and ability to meet deadlines key
- Minimum of 5 years work experience in community and/or economic development
- Ability to multitask and work independently
- Ability to research grants and projects
- Knowledge about urban/suburban planning
- Knowledge of state and local laws relating to zoning and licensing
- Ability to problems solve and work in a fast-paced environment
- Excellent written and verbal skills
- Excellent organizational skills
- Ability to write resolutions, agenda, and meeting minutes
- Staff managerial experience a plus
- Bilingual Spanish speaking a plus

Successful candidates must be available for immediate start. Position includes opportunities for advancement. Salary will be commensurate with experience. The Village of Hempstead CDA is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, parental status, military service, or other non-merit factor. HUD Section 3 residents are encouraged to apply.

Posted: 10/15/18 – Open until filled. Forward cover letter, resume, and three references to:
info@villageofhempsteadcda.org or mail to Village of Hempstead CDA, 50 Clinton Street, Suite 504,
Hempstead, New York 11550, Attn: Commissioner Charlene Thompson