



JOB TITLE: HOUSING & PHYSICAL DEVELOPMENT MANAGER

Organization: El Centro de Servicios Sociales

Location: Lorain, OH

Hours: Part-time

Reports to: Associate Director

MAIN PURPOSE OF JOB

The Housing Manager will lead the planning, implementation, and promotion of real-estate development and housing projects, including administration of housing repair and improvements programs, and management of community revitalization initiatives. As a new position, the Housing Manager will have the unique opportunity to inform his/her work and help to build El Centro's service portfolio.

JOB OBJECTIVES

- In coordination with the Executive Director and Associate Director, develop the core projects and services for El Centro to support housing and overall development of the City of Lorain
- Lead efforts for all housing and development programs
- Facilitate slum and blight remediation activities in partnership with local government
- Work with banks, financial organizations, and nonprofit partners to develop and implement creative financing options for homebuyers
- Facilitate the development of quality housing options for all income levels
- Identify, evaluate, and recommend potential real estate development projects for El Centro to advance
- Partner with the City of Lorain, Lorain County Landbank, Lorain County government, and other essential partners to implement housing reform in Lorain.
- Assist with the creation and management of all housing related projects, including a housing assessment and plan to remove blighted housing
- In partnership with the Executive Director, identify and secure funds to support El Centro's housing agenda
- Other duties as assigned by the Associate or Executive Director

BACKGROUND REQUIREMENTS

Level of education:	Bachelor's degree in related field required Masters degree preferred In lieu of a degree, will consider candidates with 10 or more years of housing and development experience HUD certification preferred
Job related formal training:	
Job related work experience:	Familiarity with business development, financing, and marketing Familiarity with real-estate and housing development Knowledge of housing, zoning, and building polices
Other requirements:	Bilingual preferred (Spanish) and bicultural Leadership, team building, and negotiation skills Self-motivation and ability to work towards objective with minimal supervision Strong verbal and written communication skills Ability to work under deadline Flexible and able to change priorities as needed Support El Centro's mission Must have a valid Ohio Driver's License Knowledge of community resources is desirable <u>Computer Skills:</u> Basic knowledge of MS Work, MS Excel, Internet, and E-mail <u>Interpersonal skills:</u> Sensitive to the needs of others, Must exhibit patience and compassion toward others <u>Other:</u> Must exhibit excellent organizational skills