

## **REDEVELOPMENT DIRECTOR BROOKLINE HOUSING AUTHORITY**

The Brookline Housing Authority (BHA) seeks a Director of Redevelopment to lead its efforts to renovate and recapitalize its public housing developments. This position is an excellent opportunity for a highly motivated person with broad skills and experience.

In its 2015 Strategic Plan, the BHA identified redevelopment of its portfolio as its top priority. In 2016, the BHA successfully completed the construction of 32 new units on a former parking lot at one of its developments. This tax-credit financed project is the largest new construction affordable housing project built in Brookline in more than 30 years. The BHA is now actively engaged in preparing for approximately \$100 million in rehabilitation at six of its properties in the near future.

The BHA is a high-performing, mid-sized public housing agency that provides affordable housing and services to low income families, seniors, and people with disabilities. The BHA operates 930 apartments at twelve locations; administers more than 920 Section 8 vouchers; and operates extensive resident service programs. The BHA's 37 person staff and five member Board work collaboratively to set a strategic direction and operate an effective organization.

### **The Redevelopment Director**

The Redevelopment Director will work closely with the Executive Director, other BHA staff, the Development Committee of the Board, and consultants on the redevelopment of State and Federal Public Housing properties. The Redevelopment Director will serve as a member of the BHA's senior management team, and report to the Executive Director.

### **Primary Responsibilities**

- Complete pre-development tasks including: gathering data on BHA properties, residents, and operations; and preparing feasibility studies, financial pro-formas, and funding applications.
- Make applications to HUD for RAD conversion of BHA properties, in coordination with the Development Consultant.
- Serve as project manager for RAD conversions.
- Collaborate with BHA development team on drafting and issuing Requests for Proposals for developers, evaluating RFP responses, and structuring agreements with developers.
- Oversee the work of BHA's development partners, including day-to-day review of construction progress, financial monitoring, and reporting to funders and the BHA Board.
- Lead redevelopment meetings with residents.
- Oversee resident relocation as needed during redevelopment projects.
- Carry out asset-management duties, including submission of tax returns and audits, and oversight of development partners and property management firms.

### **Additional Tasks**

- Act as project manager for smaller rehabilitation projects at BHA developments funded by public housing capital funds.
- Identify and implement opportunities for the BHA to generate revenue from leasing its land and buildings such as: leasing surplus parking spaces; leasing rooftop space to telecommunications firms; and leasing ground floor space to third party tenants.

### **Ideal Candidate**

The ideal candidate is a highly motivated, responsible, and creative person with broad skills, determination, and experience in affordable housing development. They will be excited to work at a high-performing, proactive housing agency in a supportive community, and will bring many of the following qualifications:

- B.A. in real estate development, planning, business or a related field.
- 3-5 years work in affordable housing, public housing or real estate development.
- Demonstrated knowledge of key sources of redevelopment funding, particularly Low Income Housing Tax Credits and tax exempt bonds.
- Some knowledge of the HUD RAD Program.
- Some experience with Massachusetts State and Federal public housing.
- Some background in mixed-income housing development.
- Demonstrated capacity to manage project development teams.
- Ability to manage multiple projects independently and meet fixed deadlines.
- Proficiency in real estate computer applications, particularly Excel.
- Strong writing skills.
- Detail oriented and highly accurate in calculations.
- Strong inter-personal skills, including the capacity to work collaboratively with other staff and team members, and to represent the BHA well with a diverse set of audiences.

### **Selection Process**

Please submit a cover letter detailing your qualifications for this position and salary requirements, along with a resume to: Brookline Housing Authority Redevelopment Director Search, Ann L Silverman Consulting, [BHARedevlopmentDirector@gmail.com](mailto:BHARedevlopmentDirector@gmail.com). No phone calls or letters please. All applications will be reviewed and acknowledged as they are received. The BHA intends to begin interviews for this position by early October and fill the position by the end of November, 2017. See [www.brooklinehousing.org](http://www.brooklinehousing.org) for more information about BHA.

Brookline Housing Authority offers a competitive salary and generous benefits package, including state GIC health insurance and a defined-benefit pension plan. This is a non-union senior management position.

***The Brookline Housing Authority is an equal opportunity/affirmative action, Section 3 employer. Females, minorities, veterans, Section 3 qualifying individuals, and persons with disabilities are strongly encouraged to apply.***