

MMHA/CAC
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POSITION DESCRIPTION

Name of Incumbent:	Position Title: Director of Housing Development & Asset Management Compliance
Office/Division:	Reports To: Executive Director
FLSA Status: Non-Exempt	Employment Status: Full-time
Job Description Last Reviewed: 09/11/25	Job Description Revised: 9/11/2025

Director of Housing Development & Asset Management Compliance

Position Summary

The Director of Housing Development & Asset Management is responsible for overseeing all housing owned, managed, or partnered by the Public Housing Authority (PHA). This includes oversight of the existing 127-unit portfolio before and after its RAD conversion, as well as new housing development initiatives including mixed-income and non-subsidized housing. The position leads repositioning efforts, ensures compliance across all partnerships and subsidy programs, and manages long-term asset performance.

JOB RESPONSIBILITIES:

In addition to the following, performs other related duties as required.

Performs various administrative and clerical tasks in order to ensure the high quality and efficient operation of the Public Housing Program according to HUD guidelines and agency policy and procedure. Supervises maintenance technicians.

QUALIFICATIONS:

Any combination of training and work experience that indicate possession of the knowledge, skills, and abilities listed below. An example of an acceptable qualification for this position:

Bachelor's degree required; Master's degree preferred. 5–7 years of experience in affordable housing development, asset management, or public housing administration. Experience with RAD, LIHTC, or HUD programs preferred. Rural or small-agency housing experience is a plus. Experience with Yardi is a plus.

Knowledge, Skills & Abilities

Strong knowledge of affordable housing finance and development. Skilled in project management and regulatory compliance. Excellent communication and analytical skills. Ability to work with government agencies, consultants, and development partners.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess certification or become certified as a Public Housing Manager and NSPIRE certification within twelve (12) months of appointment, must possess and maintain a valid State of Ohio driver's license and remain insurable under the agency's vehicle insurance plan.

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ESSENTIAL FUNCTIONS OF THE POSITION:

1. **Housing Development & Repositioning:** Lead all aspects of the RAD conversion process for the current 127 units, including coordination with HUD, lenders, consultants, and partners. Direct management of the housing portfolio both pre-conversion and post-conversion. Identify and pursue new affordable, mixed-income, and market-rate development opportunities. Conduct financial modeling, feasibility studies, and market analysis. Manage development partners, architects, contractors, and financing entities. Oversee predevelopment activities, budgets, and timelines.
2. **Asset Management of Owned and Managed Housing:** Monitor financial, physical, and operational performance for all properties. Develop and implement asset management plans, capital needs assessments, and reserve strategies. Review budgets, financial statements, cash flow, and capital project progress. Coordinate with maintenance and property management teams to ensure high-quality operations.
3. **Oversight of Housing Partnerships & Compliance:** Ensure compliance with HUD, LIHTC, state housing finance agency rules, and all subsidy or partnership requirements. Maintain relationships with lenders, investors, oversight agencies, and auditors. Track reporting requirements, deadlines, covenants, and regulatory obligations.
4. Monitors the activities of current tenants via the Housing Assistant. Review the Annual Lease and ACOP and ensure they are compliant with HUD current standards, conduct annual or more regular tenant meetings, provide oversight and decision-making on tenant related questions.
5. Compiles and prepares various reports around housing programs, assets, inventories, buildings and housed persons for reporting to funders, Directors, board members, stakeholders and for decision-making.
6. Oversees the comprehensive asset maintenance program of housing units by supervising the Maintenance Lead; Facilitating a Pro-active maintenance program; overseeing the annual inspection; coordinating regular unit inspections, tracking agency assets and inventory; analyzing costs expended and looking for ways to improve agency cost efficiencies at all levels.
7. Identifies agency risk and notifies the Executive Director as soon as possible and/or within 24 hours at all times.
8. Serves as the Asset Manager Lead for VAWA, Fair Housing compliance, and Reasonable Accommodations. Tracks and reports on all requests to the Executive Director. Seeks legal assistance and senior level direction when necessary. Responds to all requests with an acknowledgement of receipt of request as soon as possible but within 72 hours or 3 business days at all times.
9. **Operational & Strategic Leadership:** Support and coordinate maintenance and property management functions post-conversion. Develop policies and procedures for asset management and compliance. Provide strategic direction on housing development and preservation opportunities. Represent the PHA at meetings, community events, and development collaborations.
10. Demonstrates regular and predictable attendance.

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11. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other related duties as assigned or directed in order to promote, further, and ensure the effective and efficient operation of the MMHA/CAC.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: HUD rules and regulations*; English grammar and spelling; office practices and procedures; records management; agency policies and procedures;* housing development, pro-formas.

Skill in: Microsoft Word and Excel software plus ability to utilize specialized housing software; routine use of Internet and email computer operations; use of modern office equipment.

Ability to: deal with problems involving several variables within familiar context; define problems, collect data, establish facts, and draw valid conclusions; understand, interpret, and apply laws, rules, or regulations to specific situations; calculate fractions, decimals, and percentages; complete routine forms; prepare accurate documentation; compile and prepare reports; communicate effectively; handle sensitive inquiries from and contacts with officials and the general public; develop and maintain effective working relationships; resolve complaints; maintain records according to established procedures; handle sensitive inquiries from and contacts with officials and the general public; develop and maintain effective working relationships; resolve complaints; maintain records according to established procedures.

EQUIPMENT OPERATED:

The following are examples only and are not intended to be all-inclusive:

Computer and other standard business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee: is exposed to chemicals commonly found in an office environment (e.g., toner, correction fluid, etc.); may be exposed to irate or emotionally distraught individuals.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

Approval of Executive Director

Date

Employee Signature

Date