



Housing Development Manager Job Description

Summary

FutureHeights is a nonprofit [501(c)(3)] community development corporation with a mission to facilitate an equitable, prosperous and vibrant future for Cleveland Heights and University Heights, Ohio, and to engage in and promote economic and social development through meaningful engagement of residents and collaboration with local organizations, businesses and governments. We engage in planning, place-making, development and civic engagement activities; publish the Heights Observer community news; host public forums and speakers; promote the local economy; and host special events that showcase the strengths of our community. We also act as fiscal agent for several neighborhood-based groups.

The **Housing Development Manager** is a full-time position, reporting to the Executive Director, that leads the organization's FutureHomes housing development projects. The person in this position will work closely with FutureHeights board members, city staff and representatives, contractors, the Cuyahoga County Land Reutilization Corporation (land bank), and neighborhood stakeholders.

Duties and Responsibilities:

- Monitor the status of vacant properties in the city of Cleveland Heights:
 - Research the acquisition of vacant housing, including: property ownership, title, liens, zoning, environmental issues and tax delinquencies for potential acquisitions through tax foreclosure proceedings and state forfeiture, or other means
 - Maintain database of vacant /abandoned housing through site visits to inspect properties to assess their potential for redevelopment
 - Maintain a tracking database for pending foreclosures
 - Report on housing conditions and property values in target neighborhoods
- Coordinate the organization's FutureHomes housing rehabilitation program:
 - Work with the city of Cleveland Heights and Cuyahoga County Land Reutilization Corporation to acquire vacant homes for the purpose of rehabilitation and sale to owner-occupants. Research and coordinate other strategies and tools for acquiring neglected or vacant houses, as well
 - Develop a comprehensive Scope of Work (SOW) for each property that includes eliminating all code violations, upgrading systems and living space to enhance livability and sustainability, and preserving historic character when possible.
 - Work with the FutureHomes Committee to either select a development partner to undertake the renovation or have FutureHeights complete in-house
 - Facilitate financing of the projects
 - Monitor progress to ensure that all point-of-sale violations are corrected and the work is completed according to the SOW
 - Coordinate transfer of the properties to development partners
 - Promote the sale of the completed home to a new owner-occupant
 - Maintain budgets and financial records for program revenue and expenses.

Develop an infill housing development program to construct new homes on vacant lots in the city of Cleveland Heights:

- Work with the city of Cleveland Heights and Cuyahoga County Land Reutilization Corporation to develop a new program to acquire vacant lots for the purpose of constructing new housing units
- With FutureHeights acting as developer or in partnership with private developers, facilitate and coordinate the construction of new infill housing, including but not limited to facilitating the creation

design standards for new construction, receiving all required approvals, managing all contracts, receiving project financing, negotiating with contractors, and all reporting as required to see the projects through to completion.

- Facilitate community engagement regarding housing styles and architectural and finish details as needed for community and city support and approval.
- Monitor progress and report back to the community

Coordinate Planning and Development initiatives and activities

- Schedule and facilitate activities related to the revitalization of Nobe Corridor and Noble/Warrensville/Mayfield Triangle redevelopment site
- Schedule and coordinate activities related to the Severance Action Committee (SAG) initiative to redevelop the Severance Town Center site.

Administrative

- Coordinate FutureHomes Committee meetings and Planning and Development Committee meetings.
- Report to the city, FH Board of Directors, and community regarding completed projects and community impact.
- Maintain financial records for all program-related revenue and expenses.

Skills and Abilities:

- Knowledge of housing and real estate development and ability to manage contractor relations
- Knowledge of building construction practices and standards
- Familiarity with Ohio building codes and regulations preferred
- Project budgeting and creation of development sources and uses, and flow of funds
- Proposal writing and grant management preferred
- Ability to read and interpret market analyses, feasibility studies, master plans, and construction documents preferred
- Familiarity with first-ring suburban demographic trends, and challenges preferred
- Knowledge of best practices in neighborhood revitalization preferred
- Familiarity with project financing, including historic and LIHTC, and other programs offered through the state of Ohio and Cuyahoga County preferred
- Familiarity with governmental processes and procedures related to real estate planning and development preferred
- Ability to communicate with diverse stakeholder groups
- Ability to lead project teams to accomplish goals
- Ability to work flexible hours depending on project needs

Education and Experience:

- 3+ years of experience working in housing development or related field preferred
- Experience with managing housing development projects from concept to completion
- Degree in Urban Planning, Construction Management, Real Estate Development, Architecture, or related field preferred
- Experience working through city and state municipal processes and working with community stakeholders preferred

Compensation: Annual salary range is \$50-\$60,000, commensurate with experience. Generous holiday, personal day, and vacation days. 3% employee match 403(B) retirement program, and health insurance premium stipend.

Contact: submit resume, cover letter and references to mekirman@futureheights.org. please put the word "Housing Development" in the subject line of your e-mail. You can also mail your materials to:

Micah Kirman

Interim Executive Director
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Note: No phone calls, please.