

JOB DESCRIPTION

Housing Rehabilitation Manager

Agency: Hilltown Community Development Corporation (Hilltown CDC) is a multi-service agency located in Chesterfield Massachusetts and serving the surrounding Hilltown region. The agency's mission is to improve the quality of life of Hilltown residents by addressing their economic, housing, educational and social needs while preserving the rural character of the area.

Housing Rehabilitation Manager: The Housing Rehabilitation Manager will work with the Associate Director, Director of Finance and Administration and other staff in managing a grant funded regional Housing Rehabilitation program, The Housing Rehab Manager is supervised by the Associate Director.

Responsibilities: The Housing Rehab Program Manager will work in a team approach with other Hilltown CDC staff to plan, raise funds for, and implement grant and privately funded programs, with a specialty in housing rehabilitation.

Housing Rehabilitation Program Manager Duties:

- Provide day-to-day management and administration for all housing rehabilitation programs; ensure timely progress of all program activities; ensure compliance with all applicable program eligibility and regulatory requirements for projects being rehabbed through the Housing Rehab Program.
- Prepare Housing Rehabilitation Grant packet including all attachments for all grant applications.
- Maintain communication with homeowners, contractors, and various consultants, i.e., Rehab Specialist, contractors, sub-grantees, and Town Officials.
- Work in collaboration with the Housing Rehabilitation Specialist. Approve work specs and cost estimates; maintain spreadsheets related to same.
- Assist clients with application paperwork and process as needed. Verify eligibility and incomes of each applicant household according to standards appropriate to the funding source (Section 8 income verification guidelines).
- Schedule intake meeting to review program, contracts, and lead paint program. Attend initial inspections and construction walkthrough and other meetings as needed.
- Prepare and mail bid packets to contractors, and document bid openings. Review bids with Rehabilitation Specialist and communicate with homeowners and contractors regarding bid award and contracting; prepare and mail award letters to bidders.
- Prepare contract documents, Notices to Proceed and other documents as needed. Conduct contract signing/pre-construction meetings. Process change orders, contract extensions, file mortgages.
- Prepare reports as required by each funder and serve as a liaison with representatives from the funding sources. Create and maintain forms related to the program (application, income verification, subordination agreements, etc.).
- Prepare and maintain environmental and historical review records for all projects; process historical applications for local and MA Historic Commission; set up and maintain files and administrative records.
- Prepare and distribute outreach materials and advertise the program(s).
- Maintain lien ledgers, discharge liens that are expired or satisfied. Review/Process Requests for Subordination of Loans, as necessary.
- Work with the Director of Finance and Administration, Rehabilitation Specialist, and Grants Accountant to ensure the prompt and accurate processing and payment of bills; monitor per-unit spending caps, programmatic spending caps, and budgets; prepare drawdowns and invoices.
- Maintain and update contractor database and insurance information. Recruit contractors as needed.
- Maintain and update Housing Rehab. homeowner database.
- Maintain projects in state GMS system; monitor expenditures; compile quarterly reports.
- Work with other staff members as needed to address agency housing priorities.

Qualifications: We are seeking people who have great attention to detail, the ability to multi-task and good people skills. Preference will be given to people who have rehab experience and CDBG experience. Prior construction project management experience is preferred. A bachelor's degree and three years of relevant experience (community development, public administration, social services) is preferable but not required. The Housing Rehab Program Manager will be accountable for maintaining many levels of detail and requiring daily priority-setting and problem solving. Self-direction and the ability to manage multiple priorities with a high level of accuracy are a must. Excellent verbal and written communication skills and the ability to manage complex budgets are required. Familiarity with residential construction, septic system repair and bidding procedures preferred. S/he must have supervisory skills and be able to work positively with a diverse constituency of homeowners, contractors, and consultants. Prior grant writing experience is desirable.

Hours: We are actively seeking a qualified candidate or candidates for this position. This role can be filled by one full-time individual or by two part-time professionals, depending on the experience, qualifications, and preferences of the candidate(s). We are committed to finding the right fit for our team and are open to discussing various arrangements to accommodate the ideal candidate(s). Monday through Friday, occasional evening and weekend hours are required.

Terms: This is a grant-funded position. Continuation of the position is subject to future funding status.

EEO/AA/Section 3: Applicants with handicaps and needing assistance will be accommodated. Among equally qualified candidates, low to moderate-income residents of the local region will be given preference.

Hilltown CDC is an Equal Opportunity Employer

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