



## Director of Development Durham, NC



If you are interested in this exceptional opportunity, please submit a detailed resume immediately to:

**Kimberly Sallie**

**E-mail:** [kimberly@gansgans.com](mailto:kimberly@gansgans.com)

**Phone:** (813) 986-4441 ext. 7112 | **Fax:** (813) 986-4775

Should you have any questions in consideration of your own interest, or a referral of a colleague, please contact us at the number above.

## Gans, Gans & Associates

7445 Quail Meadow Road, Plant City, FL 33565 ♦ 813-986-4441

[www.gansgans.com](http://www.gansgans.com)



Durham Housing Authority (DHA) is a team of approximately 98 people working a wide range of professional, administrative and maintenance positions within Durham County. DHA's culture is based on their value of Service with RESPECT (Responsibility, Ethical, Satisfy Customers, Productive, Enthusiastic, Creative, and Teamwork). Employees are expected to have compassion, to be accountable and to possess integrity and stewardship as a foundation of how they work and interact with fellow employees, residents/participants, contractors and other stakeholders.



### Strategic Plan Goals

- Strengthen Financial Stability & Operational Efficiency
- High Performing Organization in both Public Housing and HCV Program
- Build Strong Community Partnerships
- Provide Quality Customer Service
- Create Healthy & Sustainable Communities
- Build a Strong Asset Portfolio

The Authority currently has 1,379 public housing units in 24 developments located throughout the City of Durham. The Authority administers approximately 2,839 Housing Choice Vouchers that provide rental assistance to families renting housing units owned by private landlords.

### Position Summary

The Director of Development performs complex professional work planning, organizing, directing, and coordinating Community Development activities including overseeing new construction of multi-family rental properties, managing community planning and development grant programs funded by HUD, directing real estate acquisition and disposition, researching and developing policies and procedures, preparing and administering budgets, maintaining files and records, preparing reports, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the CEO. Departmental supervision is exercised over all personnel within the department.

### Essential Duties and Responsibility

- Oversees the Authority's development and real estate activities; provides direction to meet the agencies long and short-term goals.
- Supervises department staff; interviews, makes hiring recommendations, and trains employees; assigns work and monitors progress; develops employees' skills and encourages growth and development; addresses personnel issues in conjunction with appropriate leadership in Human Resources.
- Coordinates the planning, development, and implementation of development and real estate activities; schedules all phases of development activities, including design, relocation, demolition, construction, and relocation of residents into new development.
- Oversees and/or performs construction and site inspections of work in progress to assure compliance to all local, state, federal and HUD mandated code regulations.
- Develops solicitations including specifications, contracts, bid documents and related documentation; advises contractors as to the interpretation of plans and specifications; recommends design changes as required during course of construction; administers contracts.
- Prepares estimates, schedules, and plans to accomplish projects; reviews and approves requisitions to ensure procurement policies and procedures are followed.
- Completes grant applications and funding proposals; administers grant spending and contracts in accordance to Authority's and HUD policies and regulations.
- Prepares development budget; monitors budget and revises as required.
- Represents Authority in meetings with area residents, city, state, and federal officials on matters regarding development activities.
- Maintains Capital Fund Program.
- Negotiates and maintains working relationship with developers and developer partners to facilitate real estate development, construction, and lease-up.

### Knowledge, Skills, and Abilities

- Comprehensive knowledge of HUD and other federal, state, and local policies, procedures, and regulations related to low-income housing, HOPE VI program and RAD Program.
- Comprehensive knowledge of local, state and federal laws governing Community Development, HOME Programs, Low Income Housing Tax Credit Program, HUD Capital Grants, and related activities.
- Comprehensive knowledge of residential single and multifamily development.
- Comprehensive knowledge of the principles and practices of urban planning and local government.
- Thorough knowledge of the principles and practices of management and supervision.

- Thorough knowledge of finance, banking, and real estate principles.
- Thorough knowledge of laws and regulations and procedures governing rehabilitation, acquisition, disposition, and relocation activities.
- Thorough knowledge of contract negotiation.
- Thorough knowledge in the use of standard office equipment and associated software.
- Thorough knowledge in preparing reports and other types of correspondence
- Skill in the use of personal computers, associated software packages, hardware, and peripheral equipment.
- Ability to analyze reports and data and draw conclusions and formulate recommendations.
- Ability to effectively initiate and manage work projects.
- Ability to interpret and analyze statistical and financial data.
- Ability to plan, organize, direct, and evaluate the work of staff members.
- Skilled in developing policies and procedures designed to meet the goals and objectives of the department.
- Skilled in the preparation and presentation of ideas and information in formal and informal settings.
- Ability to establish and maintain effective working relationships with associates, local, state, and federal officials, city staff, bankers, attorneys, contractors, developers, investors, and the general public.

## Qualifications

- Bachelor's degree with coursework in construction management, architecture, engineering, or related field.
- Master's degree preferred.
- At least 5 years of extensive experience in planning, community development, grant administration, project management.
- Equivalent combination of education and experience may be considered.
- Broker's License issued by Real Estate Commission or comparable certification.
- TaCC certification within two years of employment.
- Valid North Carolina Driver's License.



Durham County is the 17th-smallest land unit in North Carolina at 286 square miles in area, but it contains the fourth-largest city in the state. Located 23 miles from the Virginia border in the northeast corner of North Carolina's central Piedmont, a geographic foothills region lying between the mountains and the area where the elevation drops off to Raleigh and the coastal plain.

Durham has consistently been ranked one of the best places in the US to live, work, and retire. With mild weather, friendly people, and access to some of the best education and healthcare in the country, the residents of Durham enjoy a high quality of life.

**Education**

Durham Public Schools has 30 elementary schools (grades K-5), 10 middle schools (grades 6-8), and 12 high schools (grades 9-12). There are also 10 magnet schools that maintain special focus on areas such as the humanities, arts, or the sciences; eight charter schools that are run privately, but open to the public and tax funded; and eight specialty schools that offer targeted and focused courses of study.

The North Carolina School of Science and Math (NCSSM), also in Durham, is the first school of its kind. It is a state-supported residential high school for students who excel in those two fields. Located on the campus of the former Watts Hospital, NCSSM welcomes students from around the state.

Durham School of the Arts is another unique option. Covering 6<sup>th</sup> through 12<sup>th</sup> grades, this magnet school offers rigorous academics alongside specialized training in the visual and performing arts, all right in the heart of Downtown Durham.

Durham also has a full complement of private schools, including faith-based, Montessori, and other specialized curricula and educational models.

**The Pinnacle of Higher Learning**

Durham is also home to global educational powerhouse Duke University and the beautiful and historic North Carolina Central University (NCCU). Duke is regularly regarded as one of the finest universities in the country, ranked seventh on the 2014 U.S. News & World Report listings. Its strengths range across most fields, from literature and political science to medicine and law.

Founded in 1910, NCCU was the nation's first publicly supported liberal arts college for African Americans. The school is lauded as having some of the best deals in education for those seeking advanced degrees in business and law.

The postsecondary options also include Durham Technical Community College, which has provided high-quality, affordable technical and career education for more than 50 years. With an impressive 100% job placement rate among its graduates within one year of completing college, Durham Tech also serves as a springboard to a bachelor's degree for many of its degree-seeking students.

**Culture**

Durham is the venue for the annual Bull Durham Blues Festival. Other events include jazz festivals, plays, symphony concerts, art exhibitions, and a multitude of cultural expositions, including the American Dance Festival and the Full Frame Documentary Film Festival. A center of Durham's culture is its Carolina Theatre, which presents concerts, comedy and arts in historic Fletcher Hall and Independent and repertory film in its cinemas. Notable dining establishments are primarily concentrated in the Ninth Street, Brightleaf, and University Drive areas. There is a resurgence of restaurants in and around the downtown area, including several new restaurants in the American Tobacco District.



The Durham Association for Downtown Arts (DADA) is a non-profit arts organization located in the downtown area. It was founded in 1998 and then incorporated in 2000. The organization's mission is a commitment to the development, presentation and fiscal sponsorship of original art and performance in Durham. DADA strives to support local artists working in a diversity of artistic media. Emphasizing community, DADA helps local residents gain access to these artists by providing free or low-cost venue admission.

**Music**



Durham has an active and diverse local music culture. Artists' styles range from jazz, hip-hop, soul, folk, Americana, blues, bluegrass, punk, metal and rock. Popular bands and musicians include Branford Marsalis, Iron & Wine, Carolina Chocolate Drops, The Mountain Goats, John Dee Holeman, 9th Wonder, Red Clay Ramblers, The Old Ceremony, Megafaun, Curtis Eller, Mount Moriah, Hiss Golden Messenger, Sylvan Esso, Hammer No More the Fingers, and Yahzarah. Additionally, members of The Butchies, Superchunk, Chatham County Line and the Avett Brothers live in Durham.

Merge Records, a successful independent record label, has its headquarters in downtown Durham. Other independent record labels include Jamla, 307 Knox, Churchkey Records, and Paradise of Bachelors. Roots label Sugar Hill Records was founded in Durham, by Barry Lyle Poss, before it moved to Nashville in 1998. In 1996, the feminist / queer record label Mr. Lady Records was founded and operated in Durham until its demise in 2004.

Durham has a rich history of African American rhythm and blues, soul, and funk music. In the 1960s and 1970s, more than 40 R&B, soul, and funk groups—including The Modulations, The Black Experience Band, The Communicators, and Duralcha—recorded over 30 singles and three full-length albums. Durham was also home to ten recording labels that released soul music, though most of them only released one or two records apiece. A few successful local soul groups from Durham also recorded on national labels like United Artists or on regional labels in the mid-Atlantic and Northeast.

### Visual arts

Durham is home to the nationally known Scrap Exchange, the largest nonprofit creative reuse arts center in the country, and the Nasher Museum of Art as well as a plethora of smaller visual arts galleries and studios. As a testament to the arts, downtown Durham sponsors an organically grown celebration of culture and arts on display every third Friday of the month, year-round. The event is named and has come to be known as 3rd Friday.



A selection of locally renowned galleries remains in business throughout the city. Galleries include but are not limited to local spots such as the Pleiades Gallery, The Carrack Modern Art, and Golden Belt Studios. Supporting a variety of local, nationwide, and worldwide talent, these galleries often host weekly events and art shows. The Durham Art Walk is another annual arts festival hosted in May each year in downtown Durham. The Durham Art Walk features a variety of artists that come together each year for a large showcase of work in the streets of Durham. A secondary magnet school, Durham School of the Arts, is also located in downtown Durham. Durham School of the Arts focuses on providing students with an education in various forms of art ranging from visual to the performing arts.

### Sports

Collegiate athletics are a primary focus in Durham. Duke University's men's basketball team draws a large following, selling out every home game at Cameron Indoor Stadium in 2009. The fans are known as the Cameron Craziest and are known nationwide for their chants and rowdiness. The team has won the NCAA Division I championship three times since 2001 and five times overall. Duke competes in a total of 26 sports in the Atlantic Coast Conference.

Durham's professional sports team is the Durham Bulls International League baseball team. A movie involving an earlier Carolina League team of that name, Bull Durham, was produced in 1988. Today's Bulls play in the Durham Bulls Athletic Park, on the southern end of downtown, constructed in 1994. Now with one of the newest stadiums in the minor leagues, the Bulls usually generate an annual attendance of around 500,000. Previously the Durham Athletic Park, located on the northern end of downtown, had served as the Bull's home base. Historically, many players for the current and former Durham Bulls teams have transferred to the big leagues after several years in the minor leagues. The DAP has been preserved for the use of other teams as well as for concerts sponsored by the City of Durham and other events. The DAP recently went through a \$5 million renovation.

