



HOUSING
AUTHORITY of
BALTIMORE CITY

Director of Planning & Development



Gans, Gans & Associates

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HOUSING IN THE CITY OF BALTIMORE

The Housing Authority of Baltimore City (HABC) was established in 1937 to provide federally-funded public housing programs and related services for Baltimore's low-income residents. HABC is the fifth largest public housing authority in the country, with more than 600 employees. Currently, HABC owns and manages 9,134 public housing units in fifteen (15) developments. HABC serves over 27,000 households through public housing, the Housing Choice Voucher Program, HUD's Rental Assistance Demonstration Program (RAD), and other rental assistance programs. HABC received HUD approval to convert 4,128 units among 26 developments through RAD.

GOALS

"The Four Cs of HABC"

Communication

Create clear and consistent communication.

Community

Improve the housing and quality of life for the people we serve.

Customer Service

Increase efficiency, responsiveness, and accountability in the services we provide to our internal and external clients.

Collaboration

Build upon our commitment to strong partnerships with residents, employees, government, nonprofit and business communities.

Position Summary

Under general supervision of the Chief Administrative Officer, the Director of Planning and Development is responsible for:

- Overseeing real estate development programs for the Housing Authority of Baltimore City (HABC), including planning, supervising, organizing, and directing staff who carry out complex real estate negotiations, develop recommendations for and implement changes to real estate and development policy, plan and execute new projects including required strategic planning efforts related to development projects;
- Planning and managing the development of multi-family and homeownership real estate development projects.
- Coordinating the financing of affordable housing with HOME, CDBG and other local, state and federal financial sources including private debt and equity (such as Low Income Housing Tax Credits).
- Coordinating with other city, state, and federal agencies in connection with development planning and development program execution.
- Preparing and delivering public presentations and working successfully with community groups, elected officials and other stakeholders, government and private lenders, and low-income housing residents and their organizations.
- Direct the daily operation of development planning and programs while ensuring compliance with grant and program agreements and applicable Housing and Urban Development (HUD), state, and local regulations and requirements.

Performance of duties requires a thorough knowledge of pre-development planning, revitalization (inclusive of rehabilitation and new construction), community and supportive services requirements, and critical path activities relating to construction, lender/investor and public agency benchmarks. This position also requires excellent project management and problem-solving skills, strong knowledge of real estate financing and development and a thorough knowledge of public governance requirements, and prioritization of tasks and supervision on multiple, high-profile projects simultaneously. Strong interpersonal skills and excellent organizational skills as well as superior oral and written communication abilities are essential. Proven ability to manage an interdisciplinary staff and technical assistance providers in achieving successful outcomes is also strongly desired.

Major Duties and Responsibilities

Through the management of a development team will be expected to perform the following.

- Formulation of new projects and strategic planning efforts related to such projects. Identifies potential projects and manages major aspects of prospective development projects, including assessment of financial feasibility, design, community outreach, and project financing.
- Directs, coordinates, and reviews real estate transactions, oversees the closing of all agreements associated with project pre-development, development, and post-development funding.
- Plans organizes and directs staff in connection with a portfolio of real estate development work. Manages staffing, performance appraisals, promotions, salary recommendations, and discipline for Planning and Development. Provides guidance and constructive feedback to staff on development activities, deal structuring, and trains staff to negotiate contract terms in accordance with organizational policies and objectives.

- Negotiates site control for acquisition of land or buildings. Identifies and negotiates with potential commercial tenants for mixed-use projects. Acts as liaison with appropriate governmental agencies in negotiating appropriate mixed-use strategies, roles, and responsibilities.
- Supervises a detailed level of analysis and review; prepares and presents development options and strategies, determines financial feasibility and realistic development schedules, uses knowledge of market and Agency goals to develop an appropriate development program, and assesses redevelopment proposals.
- Draft, review, and manage project preforms and perform financial feasibility and sensitivity analyses. Prepare and monitor project budgets, cash flow projections and project schedules. Review and approve invoices compared to approved budgets submitted by members of the redevelopment team. Provide oversight and direction on budget changes and ensure submission of appropriate forms and documents to HUD for development and Mixed Financed developments.
- Plan, implement and review all financial and physical due diligence needed to safeguard the organization's investments in real estate and corporate integrity, including appraisals, surveys, title reports, Phase I and II environmental studies, market studies, and rent comparable studies.
- Represents the agency to stakeholders and the general public. Strategizes and plans outreach to garner community support for projects. Attend and participate in community and government agency meetings as needed.
- Research and secure funding sources to support predevelopment, construction and permanent loan phases for development if needed. Assists developers in coordinating closings.
- Monitor project accounting and oversee contract payments, lender and funder reporting requirements in a timely manner if needed.
- Monitors project compliance with pertinent laws, policies and procedures. Insures compliance with various HUD regulations, the development grant agreement, Program Close-Out, and other regulatory agreements and contracts associated with the project. Coordinate all monitoring and close out functions with HABC Finance Department to ensure proper recordation of transactions and appropriate accounting treatment of all redeveloped and/or new development assets.
- Promote the hiring and use of MBE/WBE or Disadvantaged contractors in support of revitalization activities. Review compliance with Section 3 hiring and the use of Section 3 businesses, encourage Minority and Woman Business Enterprises (MBE/WBE) outreach and evaluate efforts to include such firms in program activities or comparable program.
- Prepare and present progress reports to Chief Administrative Officer, senior leadership, Board of Commissioners, and others, as needed.
- Act as a liaison between HABC, Baltimore City's Department of Housing and Community Development, and other city or State agencies working on the project. Provide oversight and direction to project consultants, and third parties hired to support or implement redevelopment activities.
- Conduct research on development and mixed finance project issues; prepare written analysis with recommendations and options on problems facing the redevelopment effort.
- Other tasks as assigned related to real estate development, policy development, organizational budgets, planning and administration.

Essential Duties and Responsibilities:

- Thorough knowledge of publicly assisted housing activities authorized and undertaken at the federal, state, and local levels involving both private and public sector participants. Knowledge of current HUD funded programs, including RAD.
- Knowledge of the various project functions required for a successful development and mixed financed projects, including, project management, predevelopment planning, development of revitalization plans, legal requirements, procurement tasks, financing structure and arrangements, construction management, relocation, property management, community and supportive services.
- Knowledge of the Low-Income Housing Tax Credit, bond financing, and other funding approaches required to finance urban revitalization initiatives or mixed finance projects.
- Basic knowledge of construction planning and scheduling. Ability to track and manage construction projects, subcontractors and project development participants.
- Ability to plan and manage the development of multifamily real estate projects.
- Strong analytical abilities, computation, negotiation and problem-solving skills.
- Ability to make public presentations and to work successfully with community groups, government and private lenders, and low-income tenants.
- Ability to lead internal and external project teams.
- Ability to work independently as well as with teams.
- Proficiency in relevant application software such as those covered through Microsoft Office Suite Software, etc., as well as advanced sound knowledge of Microsoft Excel.
- Ability to work independently and use sound judgment in decision-making, problem solving, and maintaining confidentiality.
- Ability to present ideas in a clear and concise manner, both orally and in writing.
- Ability to interpret, understand and act on policies, regulations and procedures.

- Ability to treat all internal and external customers with unfailing courtesy, consideration and have a professional attitude towards others.
- Ability to establish and maintain effective working relationships with the general public and federal, state, and city agencies; ability to communicate with individuals from a broad range of socio-economic backgrounds.
- U.S. Driver's License and access to an automobile.

Behavioral Competencies

This position requires the incumbent to exhibit the following behavioral skills:

Strategic Capability and Leadership

Provides mission, sets direction, and inspires others to deliver on the organizational mandate. Decisions are based on ethical and social responsible principles

Program and Project Management

Plans, manages, and evaluates specific activities in order to deliver the desired outputs

People Management and Empowerment

Directs the activities and development of team, while respecting their individuality and the benefit of diverse ideas and approaches

Problem Solving and Analysis

Systematically identifies, analyzes and resolves existing and anticipated problems in order to reach optimum solutions in a timely manner

Job Knowledge

Exhibits requisite knowledge, skills and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements and activities as they apply to the assigned organizational entity of the Authority; uses appropriate judgment & decision making in accordance with level of responsibility

Client Services

Provides timely, courteous, and quality service to an individual whether internal or external by anticipating individual needs, following through on commitments and ensuring that our clients have been heard

Initiative

Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work

Professional Behavior

Exhibits positive, polite, courteous, honest and conscientious behavior with all internal/external clients. Accepts responsibility for actions and adjusts behavior as appropriate

Communication

Employee is clear, concise and organized in all facets of communication in order to fully transfer understanding. Actively listens and is aware of the audience to adapt message appropriately. Strives to communicate information with appropriate personnel in a timely manner

Teamwork

Actively and collaboratively participates, despite personal differences, towards a common goal. Employee is open to new ideas and/or approaches. Employee is aware of changes that impact internal and external customers and effectively communicates the impact when working as a team

Integrity

Employee is honest with oneself, coworkers and clients. Stands up for what is right even in the face of opposition

Safety Awareness

Employee is cognizant of his/her surroundings. Follows proper safety procedures and considers the safety of self and others. Identifies, communicates and assists in the correction of any safety concerns where appropriate

Reliability and Judgment

Employee demonstrates sound reasoning and critical thinking by making decisions in line with established Authority expectations. Performs work in a reliable manner that is both accurate and timely

Education & Experience

- Master's Degree in urban planning, business, real estate, business administration, public administration, or a related field.

- Six (6) years of progressively responsible experience in urban planning, development, and the financing affordable housing with Low Income Housing Tax Credits, HOME, CDBG, RAD and other local, state and federal financial sources.
- Three (3) years of experience in directing a major program/project and three (3) years in a highly responsible position involving administrative policy formulation responsibilities and supervisory experience.
- Experience in government or private industry in project management, developing or reviewing and approving large-scale, affordable projects for multifamily rental and ownership, economic development, commercial development or related activities may be considered.
- An equivalent combination of education, training and experience, which provides the required knowledge and abilities, may be considered as satisfying part of 1 or 2 above.

Residency

Residency Requirement

- Baltimore City residence is strongly preferred.

How to Apply

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

Kimberly Sallie

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Phone: (813) 986-4441 ext. 7111

Fax: (813) 986-4775

Email: kimberly@gansgans.com

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

*HABC is an equal opportunity employer that strives to provide equal access to employment opportunities, services, and facilities without regard to race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability or veteran status.
EOE/M/F/D/V*



Baltimore is the largest city in Maryland, with a population of 621,849. The city is located on a harbor that leads to the Chesapeake Bay and it encompasses 80 square miles. Dubbed "Charm City", Baltimore is also called "a city of neighborhoods" because of its more than 280 distinctive residential areas. The city boasts a revitalized downtown and is home to 13 colleges and universities, including Johns Hopkins University, Morgan State University, and the University of Maryland Baltimore.

The second largest seaport in the Mid-Atlantic, Baltimore is a city on the edge of the next economy. Worldwide economic players headquartered in the city, like Under Armour, Johns Hopkins Hospital, and Advertising.com, are helping employ 265,000 Baltimoreans in over 13,000 businesses.

A historic and culturally rich city, Baltimore is the birthplace of the national anthem, Billie Holiday, and Upton Sinclair. The city has an artistic heart: it's home to the largest collection of Matisse masterpieces in the world, has the most public monuments per capita of any U.S. city, and is the muse to artists as diverse as John Waters, Dan Deacon, and David Simon.

The city's downtown area includes the iconic Inner Harbor waterfront that attracts millions of visitors each year, but it is more than a tourist destination.

Arts & Culture

A deep and rich cultural legacy, low cost of living, and broad array of arts institutions contribute to a flourishing arts scene that includes renowned institutions and events, and an evolving underground arts community that has nurtured acclaimed musical, visual, and performing artists and was hailed by *Rolling Stone* magazine for having the country's "Best Scene."

Artscape, which takes place each summer, is the country's largest free outdoor arts festival, attracting more than 350,000 people over a weekend. It is held in conjunction with the Janet & Walter Sondheim Artscape Prize, a prestigious juried competition that awards a \$30,000 fellowship to visual artists living and working in the area.

Each May, the Maryland Film Festival takes place in Baltimore, using all 5 screens of the historic Charles Theatre as its anchor venue. The theatre resides in the Station North Arts & Entertainment District, one of two designated areas across Baltimore. These districts are the newest edition to the city's cultural history that includes well-established institutions such as the Baltimore Museum of Art, the Walter's Art Museum, and new heavy-hitters such as the American Visionary Art Museum that is dedicated to works by outsider artists and the Reginald F. Lewis Museum of African American History and Culture.

Baltimore leaders in the performing arts include the Baltimore Symphony Orchestra, directed by Leonard Bernstein protégé, Marin Alsop. Large regional theatres at Center Stage and Everyman Theatre complement The France-Merrick Performing Arts Center, home of the Broadway showcase Hippodrome Theatre. There is also a host of smaller venues that include the Single Carrot Theatre and the Baltimore Theatre Festival, as well as community theaters such as the Fells Point Community Theatre and the Arena Players, which is the nation's oldest continuously operating African American community theater.



In addition to the Maryland Institute College of Art and the Peabody Conservatory, the city is home to the Baltimore School for the Arts, a public high school in the Mount Vernon neighborhood that is nationally recognized for preparing students in visual art, music, theatre, dance, and stage production.

Attractions

Baltimore's Inner Harbor is one of the most photographed and visited areas thanks to a variety of attractions that include: the Maryland Science Center, the National Aquarium in Baltimore, and the Port Discovery Children's Museum, not to mention a wide variety of restaurants, shopping, nightlife, and the sports complex at nearby Camden Yards, home to both Oriole Park and M&T Bank Stadium.

Citywide attractions include the cultural and the quirky, from the Dental Museum to the B&O Railroad Museum, and the Museum of Industry to the American Museum of Visionary Arts. Visitors and residents alike enjoy historic, cobblestoned neighborhoods, modern art, and a major network of urban parks and bike trails. Entertainment venues such as the Baltimore Arena and Power Plant Live attract record crowds.



The twice-annual Baltimore Restaurant Week is the oldest and biggest such promotion in the region, putting the spotlight on the distinctive local ingredients and some of the most innovative chefs in the country.

Primary and Secondary Schools

The city's public schools are managed by Baltimore City Public Schools and include schools that have been well known in the area: Carver Vocational-Technical High School, the first African American vocational high school and center that was established in the state of Maryland; Digital Harbor High School, one of the secondary schools that emphasizes information technology; Lake Clifton Eastern High School, which is the largest school campus in Baltimore City of physical size; the historic Frederick Douglass High School, which is the second oldest African American high school in the United States; Baltimore City College, the third oldest public high school in the country; and Western High School, the oldest public all-girls school in the nation. Baltimore City College (also known as "City") and Baltimore Polytechnic Institute (also known as "Poly") share the nation's second-oldest high school football rivalry.