



MOBILE HOUSING BOARD

**Capital Fund and Development Director
Mobile, AL**



Gans, Gans & Associates

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

www.gansgans.com

Incorporated in 1937, the Mobile Housing Board (MHB) is chartered under the laws of the State of Alabama to provide and administer affordable housing programs for the citizens of Mobile. The Agency receives policy guidance and operational approval from its five-member governing Board of Commissioners. Commissioners are appointed to five-year terms by the Mayor of the City of Mobile. The majority of funding for the MHB is provided by the federal government through the Department of Housing and Urban Development (HUD).

The Mobile Housing Board, as a public agency, plays a major role in providing housing services to the citizens of Mobile. Through the traditional Public Housing and Section 8 Housing Programs, they currently provide housing or housing assistance to over 7,000 families. Many people think that this is where the story ends. However, the MHB does much more than provide a place to live. Through the years, the role of public housing authorities has changed. Now, as importantly as providing housing, they provide beneficial programs for residents of all ages to enable and encourage family self-sufficiency. MHB provides extracurricular youth activities, educational opportunities, career counseling and job opportunities. The goal of these programs is to raise the quality of life for their clients and enable them to reach financial independence.

The MHB has an ongoing modernization program that provides major renovations for our existing housing developments. In addition, the Agency builds and sells affordable single-family homes. This program is very popular and allows the participants, mostly first-time homebuyers, to realize the dream of becoming a homeowner.

The Mobile Housing Board works in collaboration with the City of Mobile to administer the Community Development Block Grant program. Through this program MHB is involved in renovating community parks, rehabilitating privately-owned homes, and providing funding for various service agencies within the city.

MHB employees are involved in administration, maintenance and social service activities. The MHB is fortunate to have a dedicated staff and an involved and knowledgeable Board of Commissioners. They are dedicated to providing superb customer service and strive to uphold this standard in all areas of their operations.

Position Summary

This is professional managerial work in providing strategic management, coordination, planning and operational leadership for the Mobile Housing Board (MHB) real estate development, rehabilitation, and redevelopment programs, in addition to other federal, state, and locally assisted programs. responsible for providing direction and guidance to maximize the organization's real estate opportunities and to diversify the organization's real estate program by coordinating complex development projects involving financing from public and private sources. An incumbent will be expected to achieve project objectives on schedule and within budget, supporting and implementing real estate projects from initial conception through acquisition and/or site control to assemblage, permitting, and construction. Work is performed in accordance with established guidelines and procedures under the general direction of the Executive Director or other designated supervisor and supervision is exercised over others as assigned. Work may involve irregular work hours, including nights, weekends, and holidays.

Essential Duties and Responsibilities

- Plans, directs, and coordinates development and redevelopment activities for the MHB, ensuring compliance with federal, state, and local regulations.
- Plans, manages, and monitors the Capital Fund Program for the MHB.
- Originates potential agreements by evaluating development opportunities and analyzing compliance thresholds and scoring viability for tax credit applications.
- Implements and manages a full scope of development projects, to include site screening and analysis, permit application, site/property selection and development, outline of redevelopment concept, assessment of financial feasibility, acquisition, financing development and construction, permanent financing and funding applications, feasibility analyses, and scheduling and budget control of related expenditures.
- Researches and recommends financial real estate development strategies including, but not limited to, mixed finance, low income housing tax credits, revenue bonds, private mortgage financing, and other financing approaches typically utilized in redevelopment projects.
- Develops strategies, concepts, and plans for the full development and/or disposition of MHB owned sites.
- Determines the financial structure, funding commitments, cost estimates of projects, and establishes project proforma and due diligence requirements.
- Coordinates and manages the preparation of funding applications for loans and grants available through federal, state, and local agencies, while ensuring compliance with appropriate requirements and guidelines.
- Manages, organizes, and processes due diligence requirements for equity investors, financial institutions, and government entities.
- Coordinates the management of all contracts, expenditures, and plans of redevelopment projects.
- Coordinates the management of all organizational and communication activities, governmental requirements, housing needs, and safety related functions of the projects.

- Contributes to and participates in the concept and design of projects to ensure timely completion, quality and cost effectiveness of the concept.
- Prepares and administers Requests for Proposals for the development, professional, or technical services.
- Coordinates various aspects of the housing development programs.
- Inspects buildings and development activities during and after construction for structural framing, designs, materials, and overall workmanship to determine compliance with building codes.
- Notifies responsible parties of defects found in inspections and checks to determine and ensure corrective measures have been completed.
- Coordinates activities of fee appraisers, consultants, and legal counsel in the acquisition of property of all-new construction.
- Interprets and explains federal, state, local, and departmental policies and procedures for the acquisition of property.
- Coordinates the final inspections of all new structures.
- Formulates detailed policy recommendations and presents findings to the Executive Director or his designee for approval.
- Ensures completion of construction closeout items and details.
- Manages and ensures compliance with due diligence requirements for both construction financing and permanent financing and the insurance application process.
- Ensures compliance with all equity, lender and MHB requirements related to due diligence.
- Organizes and maintains control over filing records related to real estate acquisition, disposition, site improvements and reconstruction, property maps, and construction plans.
- Prepares and presents five-year and annual plans for MHB modernization, housing and/or site development.
- Directs and supervises personnel in the coordination and direction of housing modernization and development programs.
- Develops, prepares, and submits modernization proposals for each project, and submits applications and budgets for federal funding to the Department of Housing and Urban Development (HUD) to comply with HUD guidelines and existing MHB policies.
- Prepares equity and lender draw, and change orders related to projects, and resolves disputes or uncertainties related to same.
- Processes and submits capital contribution requests to various funders.
- Prepares loan conversion packets for lenders, including Final Allocation applications.
- Prepares for and represents MHB in a professional manner in public and community meetings.
- Establishes and maintains a liaison with resident groups to secure suggestions and recommendations for proposed projects and to address reactions to plans as they are developed and presented.
- Monitors resident relocation and ensures regulatory compliance during development rehabilitation.
- Establishes and maintains strong professional relationships with HUD officials, industry professionals, community partners, the City of Mobile, Mobile County, MHB team members, and others.
- Prepares and presents comprehensive oral and written reports to the Mobile Housing Board, team members, and others.
- Stays abreast and informed of Housing and Urban Development, Federal National Mortgage Association, Government National Mortgage Association, Veteran's Administration, Federal Home Loan Bank, and other agency regulations.
- Surveys occupied and vacant land to evaluate feasibility of sites for development or redevelopment.
- Maintains handbooks for loan servicing programs in which MHB participates.
- Performs related duties as assigned.

Knowledge and Abilities

- Comprehensive knowledge of HUD guidelines related to Mixed Finance Housing, Capital Fund, procurement, Rental Assistance Demonstration, and other programs related to development, redevelopment, and rehabilitation.
- Thorough knowledge of the federal, state and local laws pertaining to real estate, mortgage lending, underwriting and appraisals.
- Thorough knowledge of the principles, procedures, regulations and methods of property acquisition and disposition.
- Thorough knowledge of the current housing development and redevelopment needs and requirements.
- Thorough knowledge of the principles, practices, and methods of management and supervision.
- Thorough knowledge of available community resources related to housing development and redevelopment.
- Thorough knowledge of current construction and associated costs, rental rates, operating expenses, and financial requirements of federal and state assisted housing.
- Thorough knowledge of the principles, practices, and methods of budget preparation and administration as it pertains to public housing development, redevelopment, and rehabilitation.
- Thorough knowledge of advanced project management principles and concepts.
- Thorough knowledge of organizational and management principles as applied to the analysis and evaluation of programs, policies, and operational needs.
- Thorough knowledge of equal opportunity laws and labor standards as they apply to project development and construction, and other Mobile Housing Board activities.

- Skill in negotiating and closing deals.
- Skill in the use of personal computers and work-related software for the production of reports, spreadsheets, presentations, forms, or other documents.
- Skill in the development, preparation and execution of high-quality written deliverables.
- Skill in balancing multiple tasks and projects simultaneously.
- Ability to develop, prepare, manage and submit fiscal budgets and federal funding requests for property purchase and building functions.
- Ability to develop, administer, monitor, and oversee project plans.
- Ability to effectively lead, manage, and coordinate multiple parties and activities to achieve a quality end product.
- Ability to coordinate activities of fee appraisers, consultants, and legal counsel in the acquisition of property and in building functions.
- Ability to coordinate, effectively manage, and complete multiple projects on time and within budget.
- Ability to work from and interpret architectural drawings, site plans, and other construction documents.
- Ability to gather, organize and analyze data, and to develop, prepare and present comprehensive reports.
- Ability to maintain confidentiality.
- Ability to communicate effectively, both orally and in writing.
- Ability to recognize problems and causes, propose solutions and alternatives, and expedite a timely resolution with various internal and external parties.
- Ability to translate concepts and information, and to generate creative solutions to issues.
- Ability to demonstrate flexibility, with regard to work environment, task assignments, and work hours.
- Ability to organize and manage personal workload and time.
- Ability to safely operate a motor vehicle and maintain insurance eligibility requirements of the employing agency.
- Ability to establish and maintain effective working relationships with public officials, department heads, outside agencies, other employees, and the general public.

Education, Experience and Requirements

- Attainment of a minimum of a bachelor's degree from a recognized college or university in finance, real estate, construction management, or closely related field, preferably supplemented by a master's degree, and a minimum of five years managerial and supervisory experience in real estate development, acquisition, mixed finance development, asset management, and the design and construction of multi-family housing and properties; or a combination of education and experience equivalent to these requirements..

How to Apply

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

Ernest Barefield
Gans, Gans & Associates
 7445 Quail Meadow Road, Plant City, FL 33565
 Phone: (813) 986-4441 ext. 7127
 E-mail: ernest@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.



Mobile



Mobile is the county seat of Mobile County, Alabama. The population within the city limits was 195,111 as of the 2010 United States Census, making it the third most populous city in Alabama, the most populous in Mobile County, and the largest municipality on the Gulf Coast between New Orleans, Louisiana, and St. Petersburg, Florida.

Alabama's only saltwater port, Mobile is located on the Mobile River at the head of the Mobile Bay and the north-central Gulf Coast. The Port of Mobile has always played a key role in the economic health of the city, beginning with the settlement as an important trading center between the French colonists and Native Americans, down to its current role as the 12th-largest port in the United States.

Culture

Mobile's French and Spanish colonial history has given it a culture distinguished by French, Spanish, Creole, African and Catholic heritage, in addition to later British and American influences. It is distinguished from all other cities in the state of Alabama. The annual Carnival celebration is perhaps the best example of its differences. Mobile is the birthplace of the celebration of Mardi Gras in the United States and has the oldest celebration, dating to the early 18th century during the French colonial period.

Carnival in Mobile evolved over the course of 300 years from a beginning as a sedate French Catholic tradition into the mainstream multi-week celebration that today bridges a spectrum of cultures. Mobile's official cultural ambassadors are the Azalea Trail Maids, meant to embody the ideals of Southern hospitality.



Archives and libraries

The National African American Archives and Museum features the history of African-American participation in Mardi Gras, authentic artifacts from the era of slavery, and portraits and biographies of famous African Americans.

The University of South Alabama Archives houses primary source material relating to the history of Mobile and southern Alabama, as well as the university's history. The archives are located on the ground floor of the USA Spring Hill Campus and are open to the general public.

The Mobile Municipal Archives contains the extant records of the City of Mobile, dating from the city's creation as a municipality by the Mississippi Territory in 1814. The majority of the original records of Mobile's colonial history, spanning the years 1702 through 1813, are housed in Paris, London, Seville, and Madrid. The Mobile Genealogical Society Library and Media Center is located at the Holy Family Catholic Church and School complex. It features handwritten manuscripts and published materials that are available for use in genealogical research.

The Mobile Public Library system serves Mobile and consists of eight branches across Mobile County; its large local history and genealogy division is housed in a facility next to the newly restored and enlarged Ben May Main Library on Government Street. The Saint Ignatius Archives, Museum and Theological Research Library contains primary sources, artifacts, documents, photographs and publications that pertain to the history of Saint Ignatius Church and School, the Catholic history of the city, and the history of the Roman Catholic Church.

Arts and entertainment

The Mobile Museum of Art features permanent exhibits that span several centuries of art and culture. The permanent exhibits include the African and Asian Collection Gallery, Altmayer Gallery (American art), Katharine C. Cochrane Gallery of American Fine Art, Maisel European Gallery, Riddick Glass Gallery, Smith Crafts Gallery, and the Ann B. Hearin Gallery (contemporary works).

The Centre for the Living Arts is an organization that operates the historic Saenger Theatre and Space 301, a contemporary art gallery. The Saenger Theatre opened in 1927 as a movie palace. Today it is a performing arts center and serves as a small concert venue for the city. It is home to the Mobile Symphony Orchestra, conducted by Maestro Scott Speck. Space 301 Gallery and Studio was initially housed adjacent to the Saenger but moved to its own space in 2008. The 93,000 sq. ft building, donated to the Centre by the Press-Register after its relocation to a new modern facility, underwent a \$5.2 million renovation and redesign prior to opening. The Crescent Theater in downtown Mobile has been showing arthouse films since 2008.

The Mobile Civic Center contains three facilities under one roof. The 400,000 sq. ft building has an arena, a theater and an exposition hall. It is the primary concert venue for the city and hosts a wide variety of events. It is home to the Mobile Opera and the Mobile Ballet. The 60-year-old Mobile Opera averages about 1,200 attendees per performance. A wide variety of events are held at Mobile's Arthur C. Outlaw Convention Center. It contains a 100,000 sq. ft exhibit hall, a 15,000 sq. ft grand ballroom, and sixteen meeting rooms.

The city has hosted the Greater Gulf State Fair, held each October since 1955. The city also hosted BayFest, an annual three-day music festival with more than 125 live musical acts on multiple stages spread throughout downtown; it now holds Ten Sixty Five festival, a free music festival.

The Mobile Theatre Guild is a nonprofit community theatre that has served the city since 1947. It is a member of the Mobile Arts Council, the Alabama Conference of Theatre and Speech, the Southeastern Theatre Conference, and the American Association of Community Theatres. Mobile is also host to the Joe Jefferson Players, Alabama's oldest continually running community theatre. The group was named in honor of the famous comedic actor Joe Jefferson, who spent part of his teenage years in Mobile. The Players debuted their first production on December 17, 1947. Drama Camp Productions and Sunny Side Theater is Mobile's home for children's theater and fun. The group began doing summer camps in 2002, expanded to a year-round facility in 2008 and recently moved into the Azalea City Center for the Arts, a community of drama, music, art, photography, and dance teachers. The group has produced Broadway shows including "Miracle on 34th Street," "Honk," "Fame," and "Hairspray."

The Mobile Arts Council is an umbrella organization for the arts in Mobile. It was founded in 1955 as a project of the Junior League of Mobile with the mission to increase cooperation among artistic and cultural organizations in the area and to provide a forum for problems in art, music, theater, and literature.

Tourism

Museums

Mobile is home to a variety of museums. Battleship Memorial Park is a military park on the shore of Mobile Bay and features the World War II era battleship USS Alabama, the World War II era submarine USS Drum, Korean War and Vietnam War Memorials, and a variety of historical military equipment. The History Museum of Mobile showcases 300 plus years of Mobile history and prehistory. It is housed in the historic Old City Hall (1857), a National Historic Landmark. The Oakleigh Historic Complex features three house museums that attempt to interpret the lives of people from three strata of 19th century society in Mobile, that of the enslaved, the working class, and the upper class. The Mobile Carnival Museum, housing the city's Mardi Gras history and memorabilia, documents the variety of floats, costumes, and displays seen during the history of the festival season. The Bragg-Mitchell Mansion (1855), Richards DAR House (1860), and the Condé-Charlotte House (1822) are historic, furnished antebellum house museums. Fort Morgan (1819), Fort Gaines (1821), and Historic Blakeley State Park all figure predominantly in local American Civil War history.



The Mobile Medical Museum is housed in the historic French colonial-style Vincent-Doan House. It features artifacts and resources that chronicle the long history of medicine in Mobile. The Phoenix Fire Museum is located in the restored Phoenix Volunteer Fire Company Number 6 building and features the history of fire companies in Mobile from their organization in 1838. The Mobile Police Department Museum features exhibits that chronicle the history of law enforcement in Mobile. The Gulf Coast Exploreum Science Center is a non-profit science center located in downtown. It features permanent and traveling exhibits, an IMAX dome theater, a digital 3D virtual theater, and a hands-on chemistry laboratory. The Dauphin Island Sea Lab is located south of the city, on Dauphin Island near the mouth of Mobile Bay. It houses the Estuarium, an aquarium which illustrates the four habitats of the Mobile Bay ecosystem: the river delta, bay, barrier islands and Gulf of Mexico.

Parks and other attractions

The Mobile Botanical Gardens feature a variety of flora spread over 100 acres. It contains the Millie McConnell Rhododendron Garden with 1,000 evergreen and native azaleas and the 30-acre Longleaf Pine Habitat. Bellingrath Gardens and Home, located on Fowl River, is a 65-acre botanical garden and historic 10,500-square-foot mansion that dates to the 1930s. The 5 Rivers Delta Resource Center is a facility that allows visitors to learn about and access the Mobile, Tensaw, Apalachee, Middle, Blakeley, and Spanish rivers. It was established to serve as an easily accessible gateway to the Mobile-Tensaw River Delta. In addition to offering several boat and adventure tours, it contains a small theater; exhibit hall; meeting facilities; walking trails; a canoe and kayak landing.

Mobile has more than 45 public parks within its limits, with some that are of special note. Bienville Square is a historic park in the Lower Dauphin Street Historic District. It assumed its current form in 1850 and is named for Mobile's founder, Jean-Baptiste Le Moyne, Sieur de Bienville. It was once the principal gathering place for residents, when the city was smaller, and remains popular today. Cathedral Square is a one-block performing arts park, also in the Lower Dauphin Street Historic District, which is overlooked by the Cathedral Basilica of the Immaculate Conception.

Fort Conde is a reconstruction of the city's original Fort Condé, built on the original fort's footprint. It serves as the official welcome center and a colonial-era living history museum. Spanish Plaza is a downtown park that honors the Spanish phase of the city between 1780 and 1813. It features the Arches of Friendship, a fountain presented to Mobile by the city of Málaga, Spain. Langan Park, the largest of the parks at 720 acres, features lakes, natural spaces, and contains the Mobile Museum of Art, Azalea City Golf Course, Mobile Botanical Gardens and Playhouse in the Park.

Education

The Mobile County School System is currently in the midst of a \$100 million construction campaign reaching across Mobile County as they work toward their goal of ensuring safe and equitable learning environments for all 59,000 of their students. That's on top of \$800 million in school construction completed over the past decade.

They have opened four brand-new schools since 2013 and are in the process of building two more and completing major renovations at 14 other campuses.

Private facilities

Mobile also has a large number of private schools, most of them parochial in nature. Many belong to the Roman Catholic Archdiocese of Mobile. The private Catholic institutions include McGill-Toolen Catholic High School (1896), Corpus Christi School, Little Flower Catholic School (1934), Most Pure Heart of Mary Catholic School (1900), Saint Dominic School (1961), Saint Ignatius School (1952), Saint Mary Catholic School (1867), Saint Pius X Catholic School (1957), and Saint Vincent DePaul Catholic School (1976).

Notable private Protestant institutions include St. Paul's Episcopal School (1947), Mobile Christian School (1961), St. Luke's Episcopal School (1961), Cottage Hill Baptist School System (1961), Faith Academy (1967), and Trinity Lutheran School (1955).

UMS-Wright Preparatory School is an independent co-educational preparatory school. It assumed its current configuration in 1988, when the University Military School (founded 1893) and the Julius T. Wright School for Girls (1923) merged to form UMS-Wright.

Undergraduate and postgraduate

The University of South Alabama is a public, doctoral-level university established in 1963. The university is composed of the College of Arts and Sciences, the Mitchell College of Business, the College of Education, the College of Engineering, the College of Medicine, the Doctor of Pharmacy Program, the College of Nursing, the School of Computing, and the School of Continuing Education and Special Programs.

Faulkner University is a four-year private Church of Christ-affiliated university based in Montgomery, Alabama. The Mobile campus was established in 1975 and offers bachelor's degrees in Business Administration, Management of Human Resources, and Criminal Justice. It also offers associate degrees in Business Administration, Business Information Systems, Computer & Information Science, Criminal Justice, Informatics, Legal Studies, Arts, and Science.

Spring Hill College, chartered in 1830, was the first Catholic college in the southeastern United States and is the third oldest Jesuit college in the country. This four-year private college offers graduate programs in Business Administration, Education, Liberal Arts, Nursing (MSN), and Theological Studies. Undergraduate divisions and programs include the Division of Business, the Communications/Arts Division, International Studies, Inter-



divisional Studies, the Language and Literature Division, Bachelor of Science in Nursing, Philosophy and Theology, Political Science, the Sciences Division, the Social Sciences Division, and the Teacher Education Division.

The University of Mobile is a four-year private Baptist-affiliated university in the neighboring city of Prichard that was founded in 1961. It consists of the College of Arts and Sciences, School of Business, School of Christian Studies, School of Education, the School of Leadership Development, and the School of Nursing.

Community college

Bishop State Community College, founded in 1927, is a public, historically African American, community college. Bishop State has four campuses in Mobile and offers a wide array of associate degrees.