Agency Name - DHCD

dchr

Job Title: Special Projects Coordinator

Grade: CS-14

Salary Range: $116,034 - $149,496

Job Summary:

This position is located in the Development Finance Division of the Department of Housing and Community Development.

Supports the Development Finance Division in the planning and executing of special projects including housing and commercial development investments supported by DHCD of a particularly complex or sensitive nature.

Duties and Responsibilities:

Manages the overall Request for Proposal process for the Division of Development Finance to include the delivery, processing, editorial and production.
Serves as a source of expertise by giving advice and counsel to the Division leadership on the implementation of comprehensive community initiatives consistent with strategic neighborhood action plans.
Provides expert advice and counsel to the Division leadership and staff involved in various phases of project development.
Supports the division leadership in conducting outreach to community based organizations, private developers, major corporations and business leaders, and Federal and District government officials. Represents the Division or Department in various public and government forums in the Manager/Deputy Manager's absence.
Collaborates with division leadership and other senior DHCD officials in marketing the Department's programs to achieve th Division's objectives, such as special task forces convened to identify community investments that merit the Department's programs.
Monitors and tracks priority projects as assigned by the Deputy Manager. Follows-up and ensures completion of outstanding issues.
Prepares studies and recommendations on the economic and financial feasibility of these priority projects.
Prepares and analyzes economic studies and responses to inquires of interested citizens, congressional committees, and other offices of the District Government as assigned.
Serve as team leader on special project assignments designated by the Deputy Director.
Participates in discussions and recommendations on matters of housing and economic development as a whole, affecting both the content and the character of programs, policies and procedures.
Performs other related duties as assigned.

Qualifications and Education

Expert knowledge of Low-Income Housing Tax Credit transactions, HUD's multi-family insurance programs, DC Revenue Bond Program, Enterprise Zone Businesses, Tax Increment Financing HOPE VI and public housing programs.
Exceptional knowledge of demographic disparity in underserved neighborhoods with analytical ability to recommend/implement required housing development initiatives to foster and improve the quality of life for the residents and businesses in those targeted neighborhoods.
Extensive knowledge of the policies and procedures of the Department of Housing and Community Development.
Skill in performing substantive analyses and evaluations of housing community programs, both operations and projects.
Ability to formulate a wide variety of settlements and/or recommendations concurrent with Division's operations.