

JOB ANNOUNCEMENT

Housing Program Manager

Triangle J Council of Governments

Durham, NC

Starting salary \$71,141 to \$78,433

Join a creative team in a dynamic & diverse region

Who We Seek

The Triangle J Council of Governments (TJCOG), a dynamic regional planning organization serving seven counties in the Research Triangle Region of North Carolina, seeks an experienced, independent, and creative housing program manager. The successful candidate must have a positive, customer-focused orientation, be able to deliver high-quality products in a timely manner and be able to work in a team environment to support a wide range of projects, programs, and partnerships. Must be intently focused on the needs of TJCOG's member governments and regional and state partners, with the willingness to collaborate across TJCOG's focus areas. Position must be able to lead and mentor a dedicated staff of professionals.

Description of Work

This position will require the oversight of one of TJCOG's focus areas; *Housing*. As a member of the organization's Strategic Leadership Team, the Housing Program Manager is tasked with proactively maintaining and managing current projects, while seeking out new opportunities to benefit the organization and region. The successful candidate will work within the TJCOG housing priority area with partners in local, state, federal, non-profit and regional organizations to preserve and increase the supply of affordable housing throughout the region. Work will focus on helping local communities, regional organizations, major institutions, and non-profit partners understand and implement housing and community development solutions. This may include grant writing and administration for federal and state funding sources, conducting research, developing housing plans and strategies, collecting, synthesizing, and visualizing data, coordinating stakeholder meetings, and working with homeowners and service providers to administer home repair programs.

Knowledge, Skills and Abilities

The Housing Program Manager must have thorough knowledge of principles, practices, laws, regulations, and tools related to land use and housing and community development decisions. The person must be self-motivated, diligent, and able to work on multiple projects concurrently with limited direct supervision. Previous experience and knowledge applying for grants and administering federal, state, and local funding opportunities, including Community Development Block Grant funds, HOME funds, and NC Housing Finance Agency funds is highly desired. The planner must have the ability to use software to prepare and present highly visual data and technical reports. Excellent communication (writing, speaking, presenting), interpersonal, and consensus-building skills are imperative in this position, as well as the ability to understand and

convey different perspectives and to identify creative solutions. Demonstrated ability to seek out and secure funding, oversight of project budgets, managerial experience, and GIS skills are all desired but not required.

Education and Experience

Required: Master's degree in planning, public administration, or related field, together with five years of experience in housing and community development. Candidates with a bachelor's degree in a related field, who have extensive experience in project management and demonstrated advanced knowledge may be considered.

Starting Salary & Benefits

Starting Salary: \$71,141 to \$78,433

(Employee will be eligible for a 5% increase after serving a 6-month probation period.)

Benefits: The Triangle J Council of Governments offers a generous benefits package including paid vacation and sick leave; NC Local Government Retirement System; 401(k); health, dental, vision and life insurance; health spending account, flexible spending account for child/dependent care expenses; and flexible work schedules.

Our Organization

We provide support on regional policy, collaboration, and technical assistance at the local, regional, and state level with the main goal of improving the quality of life for our region. Triangle J COG focuses in the following areas: Aging & Human Services, Community & Economic Development, Environment & Resilience, Housing, and Member Support & Strategy.

How to Apply

1. Download TJCOG employment application at: <https://www.tjcog.org/about/our-job-opportunities>
2. Send completed application package (cover letter, completed application and resume) by email to employment@tjcog.org with the subject Housing Program Manager.

Incomplete applications will not be considered. Position is open until filled; initial review of applications will begin January 13, 2023.

All employment offers will be within the stated hiring range.

TJCOG is an Equal Opportunity Employer and designated Best Workplace for Commuters.