



Housing Action Council

55 South Broadway, 2nd Fl ▪ Tarrytown ▪ NY 10591
(914) 332-4144 ▪ Fax (914) 332-4147

DEPUTY DIRECTOR POSITION

Background

Organized in 1974, the Housing Action Council (HAC) is a regional not-for-profit organization charged with addressing housing needs. Its focus is the State of New York's Hudson Valley Region. Its role is that of a catalyst - providing the infrastructure to community organizations, human service organizations, housing authorities, and not-for-profit and for-profit developers to carry out successful housing developments. Its focus also includes working with all levels of government and coalitions to analyze, design and implement land use and program solutions to the region's housing and community development challenges. Through its collaboration with the Pace Land Use Law Center, it offers affordable housing leadership training to local officials, housing professionals, and civic leaders. It assists local housing committees evaluate housing needs and develop land use and other strategies to facilitate the development of affordable housing.

HAC is a HUD-certified counseling agency and a member of the New York Mortgage Coalition, a collaboration of non-profit organizations and lending institutions in the New York Metropolitan Area dedicated to financial education, homeownership counseling and access to responsible mortgage products. HAC offers a comprehensive homeownership counseling program through workshops and one-on-one counseling in conjunction with down payment assistance programs.

HAC also affirmatively markets affordable housing developments to assure that people of all races and ethnicities, people with disabilities and other protected classes are aware of the opportunities and have an equal opportunity to apply and be qualified. HAC qualifies applicants for these developments. HAC provides relocation assistance to owners/managers of aging affordable housing developments that are undergoing redevelopment.

HAC has facilitated the development of over 4,000 housing units including participation in 20 non-profit/for-profit joint ventures, has counseled nearly 7,000 people considering homeownership, and assisted over 1300 become homeowners. Over the years, HAC has played major roles in creating community-based and county-wide housing organizations, in developing affordable housing policies and programs, and in assisting municipalities design and implement programs responsive to desegregation settlements. It also provides back-up support to several non-profits and administers a housing fund for housing development and preservation in Tarrytown.

HAC is headquartered in Tarrytown, New York with a current in-office staff of six. Bookkeeping/accounting services are outsourced. HAC is seeking to fill the full-time Deputy Director position to manage and deliver its programs and to further develop its impact.

Responsibilities

- Adhering to the mission of Housing Action Council
- Management and implementation of certain programs -- affirmative marketing and qualification, relocation and other initiatives that may arise -- assuring timely compliance with contracts and program budgets
- Participate with the Executive Director in delivery of services related to housing development and preservation
- Collaborate with governmental, not-for-profit and private organizations to form effective partnerships to carry out the mission of the organization
- Writing grants and approaching potential funders
- Deepening and refining communication strategies including web and social media presence
- Assist the Executive Director in developing growth opportunities for the organization.

Professional Qualifications

- Minimum of 5-years relevant experience in housing and community development required
- Proven record of successful execution of programs, policies and procedures
- Proven record of building relationships with non-profits, for-profits and government officials
- Demonstrated experience managing communications through digital media & knowledge of office productivity tools
- Bachelor's Degree required.

Personal Attributes

- Willing to take charge
- Comfortable in an environment where change is anticipated
- Ability to communicate effectively with diverse audiences
- Ability to problem solve effectively
- Desire to learn and continuously seeks to improve
- Good with numbers and financial analyses
- Strong writing and public speaking skills
- Creative and entrepreneurial
- Exhibits integrity and honesty

Compensation: The successful candidate will be offered a competitive compensation package.

How to Apply: Applicants should reply with a resume and cover letter that references their experience in relation to the qualifications listed in the job description and submit to hac@affordablehomes.org with subject heading "Deputy Director Position". Submit resumes by March 15, 2021.

Housing Action Council is an Equal Opportunity Employer