

## Executive Director Search, Fall 2021

Douglas County Housing Partnership  
A Multi-Jurisdictional Housing Authority  
Executive Director Position Posting

The Douglas County Housing Partnership (DCHP) is seeking highly qualified candidates for the position of Executive Director. The position requires broad knowledge of both single- and multi-family affordable housing programs utilizing a variety of federal, state and local funding sources. DCHP is a public housing authority organized under Colorado Statutes for multi-jurisdictional housing authorities. The position reports to a ten-member Board of Directors.

Knowledge of federal grants including HOME, CDBG, HUD and Housing Counseling is required. Experience at establishing partnerships with development companies for both funding and development of affordable housing is desired.

### Essential Functions, Duties & Responsibilities

- Down Payment Assistance for First-Time Homebuyers
- Shared Equity Program
- Foreclosure Mediation
- Ownership of a Low-Income Senior Apartment Community
- Ownership of 18 individual family housing units
- Special Limited Partner in multiple Low-Income Housing Tax Credit Communities
- Issuer of Private Activity Bonds
- HUD Approved Counseling Agency, including First-Time Homebuyer and Reverse Mortgage Counseling

DCHP is actively pursuing partnerships to produce additional affordable rental housing units in Douglas County.

### Experience and Minimum Qualifications

- At least 7 years of related experience in real estate development and/or property acquisitions and management
- Direct transactional experience, knowledge and hands-on exposure to a full development project cycle, including affordable housing finance programs such as Section 42 regulations
- Excellent organizational skills
- Excellent written and verbal communication skills
- MS Office skills including Outlook, Word, Excel, PowerPoint
- Ability to work independently and keep flexible hours

Interested candidates should provide a resume and cover letter which includes the following:

1. Describe your experience working with elected and local governmental officials
2. Describe your experience working with budgets and finance
3. Describe your skill with organizing documents, work plans, meetings and the like
4. Tell us about your experience managing and developing staff

5. Tell us about your fundraising experience
6. Describe your communication style with staff and supervisors
7. Tell us about any other experience you feel is relevant to the position

**Recommended Skills**

- Budgeting and Accounting
- Finance
- Real Estate

For a job description, see [www.douglascountyhousingpartnership.org](http://www.douglascountyhousingpartnership.org) and click on the “Public Notices” tab.

Salary is commensurate with skills and experience. Salary range is \$100,000-\$125,000/yr. Please send resume and cover letter to [jarrod.lassen@efirstbank.com](mailto:jarrod.lassen@efirstbank.com). Questions can be directed to Jarrod Lassen at 303-347-5900.