



**Title:** Director of Housing  
**Reports to:** Executive Director (ED)  
**Leads:** Housing Team  
**Internal Interfaces:** Development Director, Program Director  
**External Interfaces:** Housing Committee, Community leaders, City of Houston, Financing Sources, Donors  
**Compensation:** Starting salary commensurate with experience; healthcare plan provided.  
**Submit to:** [kirk@agapedevelopment.org](mailto:kirk@agapedevelopment.org)  
**Deadline:** Rolling application process, but interviewing begins immediately

**Mission:**

Agape Development is transforming our neighborhood by preparing Christ-following, independent, community leaders. Founded in 2005, the ministry has grown to serve an area on the edge of Third Ward through children, youth, and adult programs. Additionally, we have started two business enterprises and are commencing a large scale project to provide a mix of affordable, workforce, and market rate housing (primarily owner occupied) in the neighborhood, along with programs to assist residents in assessing and securing the housing that best meets their unique needs (the “Housing Initiative”). With a budget of just over \$1 Million, Agape employs 25 staff, 24 of whom live in the neighborhood. This will be expanding as we initiate the Housing Initiative. We are guided by listening to the neighbors, following Jesus, empowering rather than creating dependency, and creating opportunity regardless of circumstances.

**Job Description:**

The Director of Housing will be responsible for laying the groundwork, launching, and leading our housing efforts. A successful housing director would bring our housing initiative from the formative stage to an execution of constructing 10 houses, sold to our target demographic. Additionally, the infrastructure for an ongoing housing program would need to be in place. This will begin with a complete review and understanding of the strategy and work that has been developed by the ED, the Housing Committee, and endorsed by the Board to date. As the chief housing development officer at Agape Development, the Director will work closely with the Executive Director, the Housing Committee and the Board of Directors. Initially, existing staff and members of the Housing Committee will assist with certain aspects of the Housing Initiative as directed by the Director in consultation with the ED. As certain milestones are achieved, additional staff may be justified and added, subject to the recommendation of the ED and as approved by the Board.

**Responsibilities for Planning, Implementation and Communication:**

The Director of Housing will coordinate the planning, implementation and communication of the Housing Initiative. S/he will work with the Board of Directors and Executive Director to create and implement a development plan with full participation of staff, board and volunteers. The following key areas of work have been identified with strong and supportive volunteer contacts in each area that will support the Director as needed upon request:

- ARCHITECTURAL / CONSTRUCTION
  - ✓ Complete Architectural Drawings for 3 different sized homes
  - Structural Engineering of House Plans
  - ✓ Complete site plan for 1 block of housing with a “pocket neighborhood” feel
  - ✓ Civil engineering of site for setbacks, drainage and variances



- Pricing for Site Work
- Pricing for Houses
- Artistic renderings for marketing collateral
- Letters of support from Grand Park Civic Club, OST/South Union Super Neighborhood, SEHTA Housing Go Team, SEHTA Steering Committee, Councilman Dwight Boykins, At Large Councilman David Robinson & Others
- LOT ACQUISITION
  - Identify Ownership of All vacant lots in grand park Sec 1, Sec 2
  - Create budget and decide the target number of lots 2017-2020
  - Reach out to all ownership in appropriate ways
  - Secure Needed lots
- LEGAL
  - Create Legal Documents for sale of homes
  - Create Legal Documents for warranty on workmanship
  - Finalize Legal Documents for Equity Share Agreement from Partner Organization
  - Finalize Legal Documents for Liens on property (1<sup>st</sup> right of refusal)
- FINANCE
  - Work with banks to develop a terms for revolving credit
  - Develop an Angel Investor program for revolving credit
- PROGRAMMING
  - Create Agape Homeownership Training process
  - Identify multiple partners who can fulfill elements of the process and document the agreements, schedule, and costs if necessary
- MARKETING
  - Develop Marketing plan to recruit and prepare local renters to become homeowners
  - Develop Secondary Marketing plan for individuals commuting to our neighborhood for work or church
- COMMUNITY PARTNERSHIPS
  - Secure City of Houston assistance for funding, infrastructure work, future land, and variances.
  - Secure Harris County assistance for funding, housing assistance, possible grants
  - Secure Non-profit Property Owners to build more units and reduce land costs
  - Coordinate with Affordable Housing developers/operators to avoid driving up prices.

### **Qualification Requirements:**

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Professional experience in the residential housing industry, either on the development, construction, financing or local government side. Must be comfortable with public speaking. Must be able to set and manage to project deadlines, engage and motivate a team which may include staff, board members and civic leaders, and incorporate volunteers as part of the mix.

### Education:

Bachelors required

Further certifications in housing, lending/finance, consumer finance, real estate helpful

### Professional and Personal Skills:

Strong communication skills, verbal and written

Must relate well to people of diverse backgrounds

Possess strong organizational skills

### **Qualification Requirements (continued):**

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- Project Management skills are a must.
- Must be able to work with professionals volunteering their time
- A self-starter, looking for ways to develop programming and resources that serve others
- Willingness and eagerness to learn and serve
- Comfortable learning new technological systems
- Humility, the ability to admit and grow from mistakes

### **MISSIONAL LIVING**

At Agape Development, we are a neighborhood-centric ministry. Everything we do is targeted to a specific zip code of 77021, and even more specific than that, we target 3 census tracts: 3134, 3135, and 3136. For strategic and spiritual reasons, we feel called to love this particular neighborhood and its neighbors. Because of this specific calling, we ask that all our full-time, direct ministry staff live in the community bounded by Scott St., OST-Griggs, MLK Blvd, and IH-610. We encourage all staff to consider living in our target area in the Old Spanish Trail- South Union neighborhood on the edge of Third Ward, and all things being equal, **we give preference to candidates who reside or relocate to the neighborhood.** We realize this will limit our candidate pool, but we believe God will provide the right employees. We compare it to those called to be missionaries to Peru or China; they move to Peru or China for the sake of relationship, cultural understanding, and aligning our interests with our neighbors.