

Title: Interim Director of Housing Development
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
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 (rental and 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 interim Director of Housing will be responsible for laying the groundwork for our housing efforts. A successful tenure of the interim 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
 - Value Engineered with Newmark Process
 - Successfully Permitted through the city of Houston
 - Complete site plan for 1 block of housing with a “pocket neighborhood” feel

- 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
 - RESOURCES: Mike Moody-Newmark Homes, Fred Wilson- WCW Architect
- LOT ACQUISITION
 - Identify Ownership of All vacant lots in grand park Sec 1, Sec 2
 - Create budget and plan acquire target number of lots 2017-2020
 - Secure non-profit partner land first
 - Make offers to all individual owners and all institutional owners
 - Find reliable service for contacting owners in person or via phone
 - Develop Process to pre-empt tax foreclosure, bank foreclosure
 - RESOURCES: Tom Hargrove- Dirt Development, Agape interns.
- 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 (1st right of refusal)
 - RESOURCES: Board Lawyers (Alan Ytterberg, Robert Paddock, Mike Shaw), also Agape's network of Volunteer lawyers
- FINANCE
 - Work with banks to develop a terms for revolving credit
 - Develop an Angel Investor program for revolving credit
 - Develop an Angel Investor program for Long Term Affordable Home
 - Legal documentation work for those programs.
 - RESOURCES: Amegy Bank (Brian Stoker & Patricia Snyder), Frost Bank (Jeff Nuckols)
- PROGRAMMING/MARKETING
 - Finalize Agape Homeownership Training process
 - Identify multiple partners who can fulfill elements of the process and document the agreements, schedule, and costs if necessary.
 - Identify gaps and create proposal for volunteer or staff fulfillment
 - 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
 - RESOURCES: NRCDC, HUAL, Agape program staff
- COMMUNITY PARTNERSHIPS
 - City of Houston: Develop relationships for assistance with funding, infrastructure and processes
 - Non-profit Property Owners: Who wants to work together to make housing more affordable?
 - Affordable Housing developers/operators: Coordination to avoid driving up prices, collaboration to hit multiple parts of the market
 - RESOURCES: NRCDC, Covenant Capital, various others

Qualification Requirements:

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

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