

FutureHeights Community Development Corporation

Position: Housing Program Manager

Reports to: Executive Director

Begin date: January 2, 2025

Position Summary

The Housing Program Manager has the primary responsibility of directing and managing the organization's Housing Rehabilitation Program. This position will be responsible for the identification and acquisition of residential property to be rehabilitated in furtherance of the organization's two-year contractual agreement with the City of Cleveland Heights. While this position is not limited to a period of two years, the Housing Program Manager's primary responsibility during 2025 and 2026 will be to successfully execute the organization's housing rehabilitation activities.

Work Location and Schedule

The Housing Program Manager will work during regular business hours (Monday - Friday, 9:00am - 5:00pm) *in-person* at the FutureHeights office in Cleveland Heights, Ohio. From time to time, this position will require work to be performed outside of regular business hours based on organizational operations, special events, public meetings, and project schedules/deadlines.

About FutureHeights

FutureHeights is a not-for-profit community development corporation serving the communities of Cleveland Heights and University Heights for over twenty years. FutureHeights is governed by a Board of Trustees comprised of residents, small business owners, and other stakeholders from Cleveland Heights and University Heights.

Mission of the Organization

To facilitate an equitable, prosperous, and vibrant future for Cleveland Heights and University Heights and to engage in and promote economic and social development through meaningful engagement of residents and collaboration with local organizations, businesses and governments.

Organizational Values

- Diverse, inclusive and informed public participation that engages and empowers people of all ages, incomes, races, ethnicities, religions, abilities, sexual orientation and gender identity.
- Commitment to racial equity and justice in all actions, programs and policies of FutureHeights and our communities.
- Open and effective communication and partnerships among nonprofits, schools, local business, city government and citizens.
- Thriving local business community.
- Preservation and enhancement of historic neighborhoods and commercial districts.
- High-quality and affordable housing for all residents.
- Sustainability in development, municipal operations and in management of our natural environment, including our tree canopy.
- Appreciation for the time, talent and various forms of support offered to our organization.

Primary Responsibilities

- Direct oversight, operations, and management of the organization's Housing Rehabilitation Program including but not limited to the following:
 - Property identification, due diligence, acquisition, and disposition including management of all aspects of transactions.
 - Oversee the maintenance of property owned by the organization as part of the Housing Program.
 - Identify and work with contractors and subcontractors (MBE/FBE contractors and suppliers).
 - Work with Executive Director and Board Committee(s) to establish scope of work for home rehabilitation, coordinating communication with contractors/home remodelers to ensure a final scope of work for each property's successful rehabilitation.
 - Monitor the progress of properties currently under rehabilitation to ensure efficient rehabilitation process that meets any and all contractual deadlines.
 - Operate the program to maximize equitable outcomes.
 - Ensure compliance with federal, state, and local regulations and guidelines.
 - Thoroughly inspect FutureHeights residential properties and provide a contractor needs assessment for rehab and repair work.
 - Closely monitor FutureHeights vacant lots to assure ongoing preservation, security, and clean-up of the lots in the organization's inventory.
 - Work with contractors to develop specifications for rehabilitation;
 - Solicit bids, review bids for presentation to the Board Executive Committee, and issue timely award to the successful contractor.
 - Monitor construction schedule/process to ensure contract compliance, staying ahead of deadlines and keeping the Executive Director and the Board's Executive Committee apprised of progress and important milestones.
 - Direct responsibility for all Program accounting and reporting, including payment of all invoices and billings in a timely manner consistent with the policies and practices of the organization.
 - Assure Compliance at all levels of housing programs with all applicable funding sources.

Minimum Qualifications

- Bachelor's Degree in Urban Planning, Urban Studies, Architecture, Public Administration, Business Administration, or related degree.
- Two years of progressively responsible experience in community development, neighborhood planning, housing rehabilitation/development, or related field.

Preferred Qualifications

- Master's Degree in Urban Planning, Public Administration, Business Administration or related degree.
- Four years of supervisory experience in community development, neighborhood planning, housing rehabilitation/development, or related field.

Proficiencies

- Creating project budget, scope of work, and financial projections
- Microsoft Office software including Word, PowerPoint, Excel
- CRM software
- Public databases
- Mapping software such as GIS
- Working knowledge of municipal zoning ordinance, building code, and land use regulations, including municipal approval processes
- Working cooperatively with public officials, citizens, civic leaders, merchants, property owners and others
- Developing and maintaining a network of general contractors, sub-contractors, and third-party consultants
- Knowledge of real estate finance, including both private and public sources of funds
- Identifying grant opportunities and securing grant awards

Physical Demands & Scheduling Requirements

Ability to operate a computer and keyboard. Ability to operate a motor vehicle or equipment. May require reaching, standing, walking, fingering, grasping and feeling, and the ability to lift or move objects up to 20 pounds. May require vocal communication for expressing or exchanging ideas, hearing to perceive information at normal spoken word levels, visual acuity for color perception, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities. Availability for extended hours during peak periods and attendance at evening and week-end meetings. Exposure to inside and outside environmental conditions. The office is located in a smoke free facility.

Compensation

The Housing Program Manager position is full-time with an annual starting salary of \$50,000. FutureHeights employee benefits include 11 paid holidays, 15 paid vacation days, and 10 paid personal use days. Employees also receive matched IRA contributions and a monthly healthcare stipend.

Application Process

The application period for the position of Housing Program Manager closes on December 20, 2024. Interested applicants must submit a resume and cover letter in PDF format **no later than December 20, 2024** to the following email address: info@futureheights.org

Commitment to Equity and Inclusion: FutureHeights is an equal opportunity employer committed to creating an inclusive and equitable working environment. Consideration for employment is made without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, veteran status, or any other protected status. Women, BIPOC, and LGBTQ+ individuals are encouraged to apply.

Note: This position description is not intended to be a complete list of all responsibilities, duties, or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of FutureHeights, Inc.. Since no position description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder's responsibility.