



HOUSING DEVELOPMENT SPECIALIST

JOB TYPE: Exempt

COMPENSATION DESCRIPTION: Salaried

REPORTS TO: Housing Development Director

POSITION SUMMARY

A Housing Development Specialist works with residents, future residents and investors to buy, sell and develop housing in the MWCDO service area. Activities include listing homes for sale, helping first time home buyers shop for housing, assisting in the redevelopment of neglected properties and assisting residents with home maintenance programs.

PRINCIPAL RESPONSIBILITIES

- Research the acquisition of vacant housing, including: property ownership, title, liens, zoning, environmental issues and tax delinquencies for potential acquisitions through tax foreclosure proceedings
- Maintain database of vacant /abandoned housing through site visits to inspect properties to assess their marketability for redevelopment and tracking pending foreclosures
- Negotiate the purchase of real estate from current owners, negotiate the release of liens and other encumbrances, and coordinate receivership cases for development
- Coordinate transfer and rehabilitation of vacant houses by private sector and non-profit developers:
 - Prequalify developers to verify track record of high quality rehabilitation and financial capacity
 - Distribute RFPs (Requests for Proposals) for the transfer of vacant houses and select the best proposal for the market
 - Inspect houses during rehabilitation and at completion of construction to verify quality standards
- Facilitate housing development by assisting with:
 - coordinating community meetings
 - financing through banks and non-profit lenders
 - marketing to prospective residents
 - coordinating City approvals including Design Review, Planning Commission, permits, and other assistance as needed
- Work with private sector and non-profit development partners

- Work with the community to identify and preserve historic housing stock in the service area
- Provide technical assistance and support to the Metro West Housing Committee
- Work to achieve voluntary compliance with building codes and refer noncompliant properties to City departments for nuisance abatement
- Provide testimony at Housing Court regarding property status
- Provide testimony and recommendations about properties at Board of Building Standards and Board of Zoning Appeals hearings
- Other duties as assigned

STRATEGIC PLAN ALIGNMENT

This position directly supports all four of MWCDO's Strategic Plan Pillars:

Pillar 1: Support Community Success

Facilitating homeownership opportunities and housing improvements for residents, helping first-time homebuyers navigate the housing market, and ensuring quality rehabilitation of properties throughout the MWCDO service area.

Pillar 2: Promote Growth Together

Building partnerships with developers, contractors, and community organizations to strengthen collaborative capacity for housing development and neighborhood revitalization efforts.

Pillar 3: Strengthen Community Awareness

Coordinating community meetings for housing development projects, providing technical assistance to residents, and connecting community members with housing resources and opportunities.

Pillar 4: Diversify Funding Streams

Supporting the development of diversified funding sources, coordinating grant application processes, and contributing to sustainable revenue strategies that strengthen organizational capacity and program expansion.

QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree or equivalent experience at a community-based organization
- An active Real Estate License a plus
- Certification from the Ohio Department of Health for Lead Risk Assessment a plus
- Minimally two years of background in real estate transactions, understanding of real estate financing, knowledge of housing construction.

- Experience in housing and community development in a non-profit, government, banking or development capacity. Experience working in urban communities is a plus.
- Two years of experience in engaging the public preferred.
- Bilingual (English and Spanish) strongly preferred but not required.

REQUIRED SKILLS AND COMPETENCIES

The specific personal traits required to accomplish the essential duties of this job successfully include:

- Considerable knowledge of community organizing and engagement practices
- Ability to establish and maintain cooperative relationships.
- Effective verbal and written communication skills.
- Culturally competent; able to work with a diverse workforce and client population.
- Professional integrity; excellent work ethic.
- Able to manage competing priorities, excellent organizational skills and good time management.

PHYSICAL AND TRAVEL REQUIREMENTS

- Availability to work flexible schedule including evenings and weekends with potential local and out-of-town travel required.
- Ability to operate a motor vehicle.
- Prolonged periods of sitting at a desk and working on a computer.
- Prolonged periods of walking and standing.
- Must be able to lift-up to 20 pounds at times.

COMPENSATION

- Salary commensurate with experience; \$45,000 to \$50,000 annually
- Fifteen days of paid time off to start (Prorated during first year of employment)
- Holiday pay including New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Juneteenth, the week of Fourth of July, Labor Day, Election Day, Thanksgiving, the Friday after Thanksgiving, and Christmas Day plus the days between Christmas and New Year's Day.
- Employer contribution to 403(B) retirement program after 1 year of employment. Employer will provide a 50% match to the Employee's contribution up to a maximum of 3% of the employee's annual salary.
- Competitive health insurance offered with employer contribution.
- Long term disability benefits

TO APPLY

Please send Resume and Cover Letter to info@metrowestcle.org. **No Phone Calls Please. Application Deadline: December 5, 2025 at 5pm.**

Please note: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

Metro West Community Development Organization is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind: Metro West Community Development Organization is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at Metro West Community Development Organization are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. Metro West Community Development Organization will not tolerate discrimination or harassment based on any of these characteristics. Metro West Community Development Organization encourages applicants of all ages.