



Title: Rural Development Specialist - Housing

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Work Location: Sacramento, California,

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## Description

### **Position Description:**

*The RDS will primarily provide training and technical assistance to mutual self- help housing grantees, to help them meet the deliverables under their Section 523 Mutual Self-Help Housing grants from USDA. RCAC staff works with grantees and Rural Development staff to ensure the smooth implementation and management of grants, identifying obstacles and process improvements that will ensure the grantee's success.*

*In addition, the RDS may work with other nonprofit housing organizations and other organizations wanting to add housing to their mission, as well as local and tribal governments to assess market needs, facilitate program/project planning, identify operating and project development resources, and provide support in program and project management.*

***Specific job goals, objectives and tasks are established for each employee as part of the annual evaluation and work plan process.***

***Responsibilities could include, but are not limited to the following:***

- Assessments - work with local partners to identify organizational and programmatic strengths and weaknesses, and compliance reviews*
- Technical assistance - deliver direct technical assistance and service to local partners, and coordinate with other RCAC staff as needed; develop a detailed work plan and scope of work; follow-up to ensure scope of work is completed. Maintain good communications with and secure necessary concurrence for work from funding agencies*

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- *Planning – identify community resources and opportunities through the community planning process with emphasis on housing and strategic planning*
  - *Training – plan, prepare and deliver technical training at various conferences, institutes, workshops, webinars and directly to local partners*
  - *Outreach and networking – participate in rural development networks and associations*
  - *Research, analysis and publications – remain current on applicable government regulations and policies; comment on the impact of proposed regulations and policies*
  - *Administrative –prepare written reports; document activities; respond to inquiries and assignments within short time frames*

## **Required Skills**

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### **Minimum Qualifications**

#### **Preferred Education and Experience:**

A combination of experience and education is necessary to qualify for the position. A typical qualifying combination may include:

#### **Desired Experience:**

Four (4) years of experience in one or more of the following:

- Affordable housing development or financing
- Nonprofit agency management
- Working with HUD’s housing counseling program
- Working with USDA RD’s mutual self-help housing program
- Working with other HUD affordable housing funding sources such as HOME, CHDO, CDBG, OneCPD and/or Sustainable Communities
- Providing technical assistance to nonprofits and local jurisdictions on affordable housing development
- Demonstrated experience working with tribal governments, TDHEs, or organizations developing or managing affordable housing on tribal land.

#### **Preferred Education:**

- Bachelor's degree in related field (additional qualifying experience may be substituted)
- Master’s degree is a plus

Bilingual English/Spanish is a plus

#### **Applicable Knowledge:**

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- Federal, state, tribal and local government agencies, programs, issues and regulations related to housing counseling, single-family and multi-family housing projects, including Self-Help
  - NAHASDA and other community development programs for Native American communities
  - Communication, facilitation, mediation and meeting management skills
  - Program development and grant writing techniques
  - Project management; multi-family housing development and financing a plus
  - State Consolidated Planning process; community planning & community plans
  - Housing assessments, housing planning, market studies
  - Nonprofit, tribal and local agency and rural community dynamics
  - General record keeping practices
  - English language proficiency, grammar, spelling and punctuation

**Ability to:**

- Use initiative to approach troubleshooting and problem-solving alternatives
- Facilitate meetings and strategic planning sessions
- Develop and deliver training for adult learners (must be comfortable presenting before large groups, as well as one-on-one settings)
- Design, moderate and deliver webinars
- Perform research and analysis
- Travel an average of ten (10) days per month
- Use a personal computer proficiently using Word, Excel, and PowerPoint
- Proofread and edit documents
- Demonstrate a high level of customer service skills
- Work with minimum supervision and handle multiple priorities simultaneously
- Follow detailed instructions
- Organize and prioritize work to meet established timelines
- Effectively listen and communicate both verbally and in writing

**Physical Job Requirements:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work performed in an office requires ability to operate computers and various pieces of office equipment, including telephone. Use may be moderate (average 2 hours per day) to heavy (4 or more hours per day)
- While performing the duties of this position, the employee is frequently required to stand and/or sit for prolonged periods of time; walk; talk; hear; use hand to finger; handle; feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.
- The employee may occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

This position also requires moderate (up to 2 days per month) to heavy (up to 10 days per month) automobile and airline travel, including overnight travel.

#### **Special Requirements:**

- Possession of a valid driver's license and proof of insurance that meets the minimum requirements (\$100,000/\$300,000) of RCAC corporate liability policy will be required when traveling for business purposes.
- Office or personal residence must be within one hour's drive of a major airport.

#### **Comments**

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#### **Rural Community Assistance Corporation**

##### Job Description

#### **Rural Development Specialist - Housing**

**Classification:** *Grade* **Department:** *Housing Programs*

**Status:** *Exempt Homeownership Options Manager*

#### **Organization**

*Founded in 1978, RCAC is a 501(c)(3) non-profit that provides training, technical and financial resources and advocacy so low-income rural communities can achieve their goals and visions. For more than 35 years, our dedicated staff and active board, coupled with our core values: leadership, collaboration, commitment, quality and integrity, have helped effect positive change in rural communities across the West.*

**Kind:** Full Time

**Level:** Professional

**Apply**

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