



### Job Announcement

<b>Position:</b> Deputy Director of Administration	<b>Department:</b> Administration
<b>Location:</b> Hughesville	<b>Employment Status:</b> Full-Time
<b>FLSA:</b> Exempt <b>Grade:</b> Executive	<b>Compensation:</b> \$90,000 - \$125,000
<b>Weeks Worked:</b> 52	<b>Work Per Week:</b> 40 + hours Monday – Friday, some evenings/weekends
<b>Opening Date:</b> July 22, 2019	<b>Closing Date:</b> Until Filled

**Summary of Job Description:** Responsible for the planning, development, implementation and monitoring private Affordable Housing Development in Southern Maryland. Oversees the day-to-day operations of existing housing and community development related services including housing assistance and counseling, energy assistance, multi-family rental and scattered sights, etc. This person is directly responsible to the President or designee.

**Summary of Requirements:** *Bachelor's Degree* in Urban and Regional Planning, Real Estate Development, Civil Engineering, Public Administration or related field. *Master's Degree* preferred. Five (5) years of successful experience with Urban Planning & Development and construction projects valued at over \$6 million, preferably with 501(c)3 (nonprofits). Affordable/Workforce Housing. Must have personnel management/supervision and grant-writing experience.

Full working knowledge in financial oversight of all projects including but not limited to overseeing rent revenue, securing funds from Federal, State, Local level, foundations and philanthropist; Demonstrated writing skills prepare financing applications with the ability to create and sustain 20 years + Proforma, tax credits, PILOT, and departmental budgets. Experience and a working knowledge of USDA Rural Development is a plus. Community Development Certification required within one (1) year of employment. Ability to plan, organize and prioritize assignments to independently meet deadlines and complete tasks in an accurate manner, under pressure of constant interruption. Demonstrated ability to analyze problems/issues, gather data and information, evaluate and recommend alternative solutions, or effect solutions with a tolerance for ambiguity and change, when necessary. Skills and proficiency using Microsoft Word, Excel Spreadsheets, Outlook, or other software applications to retrieve data, create spreadsheets, and reports.

**Communication Skills:** Communicates effectively, appropriately, and professionally in written and verbal formats with coworkers, supervisors, customers, and vendors. Clearly demonstrated team-building skills to establish and maintain good working relationships with colleagues, and staff, with an emphasis on tact, diplomacy, flexibility, collaboration, professionalism, and discretion. Knowledge of budget planning, preparation, and administration to make realistic, equitable fiscal decisions, present and defend budget concerns persuasively, and prepare detailed budget reports. Must maintain confidentiality at all times.

<b>Applications Accepted By: Mail and Online</b>	
<b>Mail to:</b> SMTCCAC, Inc. - Human Resources Dept. P.O. Box 280 Hughesville, MD 20637	<b>Online at:</b> <a href="http://www.smtccac.org">www.smtccac.org</a>
<b>Required Documents: The following documents are required based on job:</b> In addition to your <u>application and resume please provide a copy of your degree and/or a copy of your college transcripts.</u> <b>Applications and Documents submitted with missing information will not be considered. Do not send application's via Fax.</b>	

***This document serves as the announcement for the position. It is not the Job Description.***

***An Equal Opportunity/Affirmative Action Employer***