



JUNE 2010
THE TACOMA HOUSING AUTHORITY
IS SEEKING A
DIRECTOR OF REAL ESTATE DEVELOPMENT

SALARY RANGE \$ 83,493 - \$114,619 plus an attractive benefit package

The Tacoma Housing Authority (THA) seeks a Director of its Real Estate Development Department. The Director would be responsible for all aspects of THA's property and community development activities, including the completion of THA's \$ 300 million mixed-financed HOPE VI redevelopment of its largest public housing community of Salishan.

TACOMA HOUSING AUTHORITY

THA is a lively and innovative public housing authority. It develops and manages housing that is affordable, high quality, suitable to a range of needs and uses, sustainable and attractive. THA owns about 1,500 units in a varied portfolio of multifamily communities, single family homes, high rises for seniors and disabled persons, public housing, Project Based Section 8 properties, and bond funded and tax credit funded projects. THA also administers a Housing Choice Voucher Program serving 3,500 households. In addition, THA provides or arranges for a variety of social services to help people succeed as tenants, parents, students and wage earners.

THA seeks to increase its portfolio. It seeks to do this throughout the range of the housing continuum, to serve a range of incomes and to develop income producing properties.

THA is also a Public Development Authority and a Community Development Entity. In those capacities, it seeks to strengthen and develop its communities and help them be safe, vibrant, prosperous, attractive and just.

THA strives for administrative and programmatic excellence in its work, all in service to its social justice mission to assist low-income households and neighborhoods.

For more information about THA see www.tacomahousing.org

THE POSITION

This position is exciting and challenging. It is responsible for all aspects of THA's development activities. The responsibilities include (i) strategic planning for THA's development goals; (ii) planning and managing development projects; (iii) eliciting the community support they require; (iv) assembling the necessary financing; (iv) managing grants and otherwise ensuring full compliance with grant obligations, (v) managing the procurement of contractors, consultants, architects and others and overseeing their work; (vi) representing THA in a variety of community organizations and forums, and (vii) supervising a strong Department staff of seven highly qualified professionals. The Director also participates in the Executive Director's cabinet and, in that advisory capacity, provides highly responsible support to him or her in governing the agency and representing it in the community.

A full job description is available at www.tacomahousing.org

The Tacoma Housing Authority
Attn: Human Resources
902 South L Street
Tacoma, Washington 98405



THE TACOMA HOUSING AUTHORITY

THA Mission Statement

THA provides high quality housing and services to people in need. We do this in ways that help them become self-sufficient, that strengthens communities, and that uses our public and private resources efficiently and effectively.

IDEAL CANDIDATE PROFILE

The successful candidate will have a minimum of six years of successful experience in planning and development of affordable housing or related fields and at least three years of progressive experience as an administrator and supervisor. THA requires a degree from an accredited four-year college; it highly values an advanced degree or further training or experience, especially in related fields such as banking, finance or community development. In addition, competitive candidates will show a strong capacity in the following ways:

- ◇ ability to support THA's vision, mission, values, and its strategic objectives.
- ◇ knows how to find development financing; including use of a wide variety of sources
- ◇ ability to find, assess and pursue development opportunities
- ◇ ability to collaborate with property management, community services and finance departments
- ◇ ability to develop, nurture and employ effective community partnerships
- ◇ ability to develop projects that are financially sustainable, suitable to THA's mission, environmentally innovative and architecturally lovely.
- ◇ ability to promote a vision of urban and neighborhood planning and development
- ◇ ability to make effective use of THA's status as a Public Development Authority and a Community Development Entity
- ◇ understanding construction management from the owner's point of view
- ◇ ability to get projects built on schedule and on budget
- ◇ good understanding of operations and management accounting
- ◇ ability, as a cabinet member, to share in the governance of the agency
- ◇ ability to represent THA and its developments to the public, funding sources, government officials, neighborhood groups, business interests, etc.

General attributes

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| ◇ planning/organizing | ◇ adaptability/flexibility |
| ◇ job knowledge and technical skill | ◇ initiative/problem solving |
| ◇ dependability | ◇ leadership/ethical behavior |
| ◇ communication | ◇ work ethic |
| ◇ teamwork | ◇ supervisory ability |
| ◇ mentoring | ◇ THA also values a good humor |
| ◇ interpersonal relationships | |

SALARY AND BENEFITS

- ◇ Annual salary depending on qualifications
- ◇ Employee and dependent medical, dental, and vision coverage
- ◇ Public Employees Retirement System (PERS) with THA-paid contributions
- ◇ Pre-tax, employee-paid Deferred Compensation Plan
- ◇ Flexible spending accounts for medical expense and dependent care cost reimbursement
- ◇ Long and short term disability insurance and life insurance
- ◇ Generous annual leave

THE COMMUNITY

Tacoma, Washington is a progressive, diverse, and very attractive community of 200,000 people on the shore of Puget Sound (about 35 miles south of Seattle.) At close hand are some of the most magnificent natural wonders and recreational areas in the world, including Puget Sound, the Olympic Peninsula, and, presiding over all, Mount Rainier.

Tacoma offers a full range of urban amenities, including diverse and vibrant neighborhoods, a well supported public school system, private school alternatives, public and private colleges and universities, an extensive park system, public transit, libraries, museums, an active arts community, and a Triple A baseball team. The local economy and labor base are closely tied to governmental services, educational institutions, major military bases, and international trade. Tacoma is a principal port on the West Coast, serving as a gateway to the Pacific Rim. The comings and goings of large container ships are a daily reminder of Tacoma's role in the international economy.

At the same time, Tacoma offers the advantages of a smaller sized city, with much charm. Its housing market, relative to neighboring cities, is more affordable. Getting around Tacoma remains easy. The various forums for public affairs provide ample room for interested and effective citizen involvement.

HOW TO APPLY

To apply for this exciting and challenging position:

Mail, fax or deliver the following to THA:

- A completed THA job application (available at www.tacomahousing.org)
- Resume and cover letter detailing how your background and accomplishments meet the primary duties and job qualifications of the position.
- Essay (maximum of 3 pages) offering views on: the development challenges and opportunities facing a public housing authority; the role of a public development authority in community development; your vision for this position.
- Salary history and expectations

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FAX (253) 627-2569

This position is open until filled. To receive optimal consideration, interested persons should apply as soon as possible. For further information, contact Barbara Tanbara, Human Resource Director 253-207-4422; btanbara@tacomahousing.org.

THA is an equal opportunity employer. It considers all applicants without regard to race, color, national origin, religion or creed, gender, disability, marital status, familial status, age (over 40 years old), sexual orientation and gender identity. THA will reasonably accommodate individuals with disabilities in ways that will allow them to perform the essential functions of this job. Applicants needing accommodation for a disability should make their request to the HR Department at least 24 hours in advance, if possible. (253) 207-4420.