



55 South Broadway, 2nd Fl • Tarrytown • NY 10591

The Housing Action Council is a not-for-profit organization seeking an experienced on-site executive to carry out its mission of expanding and preserving housing for low and moderate income households, including populations with special needs, with a particular focus on the Hudson Valley. The position requires a strong commitment to and understanding of the roles of non-profits, municipalities, civic leaders and the real estate development community in affordable housing development.

Responsibilities include:

Housing Development

- Develop and implement strategies to catalyze a pipeline of affordable housing developments and programs in the region
- Find and implement opportunities for community based affordable housing developments and joint ventures.
- Conduct feasibility studies of potential sites including financial modeling
- Manage the development process including securing public and private funding and financing

Public Policy

- Provide leadership on housing policy issues in the region
- Advocate on behalf of the organization and policy networks at the local, state and federal levels to secure tools necessary to advance a comprehensive housing development strategy
- Establish and maintain effective working relationships at highest levels of local, state and federal government as well as corporate and foundation sectors
- Serve on key community task forces, commissions and other entities as appropriate.

Leadership & Management

- Manage staff and consultants to carry out organization's mission and housing programs, including its Housing Development Services Program, Affirmative Marketing & Qualification services, Housing Education Programs, and administer its Affordable Housing Funds
- Manage long term partnership/contract with the Land Use Law Center, including development and implementation of Land Use Leadership Affordable Housing Training and Design Programs and annual Housing Summit. (LULC serves as staff consultants to Housing Action Council.)
- Support board of directors in their role as policy makers
- Develop and manage budget including fund raising and revenue producing activities to sustain operations and other initiatives

Required Qualifications

- Bachelor's degree from an accredited college or university in business, finance, real estate or related field
- Minimum five (5) years experience in real estate or community development
- Experience in shaping affordable housing development through development or lending
- Demonstrated skills needed to attract and sustain public and philanthropic funding
- Demonstrated management experience including financial management and office administration.
- Excellent oral and written communication skills

Please submit a cover letter explaining why you would be a good fit for our organization along with a current resume to: employment@affordablehomes.org no later than March 6, 2024.

Compensation package includes competitive salary (\$150,000 - \$175,000), paid vacation and paid holidays.

Housing Action Council is an Equal Opportunity Employer.