



Charlevoix County Housing Ready Program Coordinator: Position Description

Housing North seeks a Housing Ready Program Coordinator for Charlevoix County.

The position will be based in Charlevoix County. The individual will work with the Housing North Executive Director, Board of Directors, and local housing networks; city, county, village, and township officials; local philanthropy; private and nonprofit developers; employers; and other stakeholders to help Charlevoix County communities coordinate local housing initiatives and offer assistance in the development process.

Housing North is a non-profit governed by a 10-member Board of Directors representing business, philanthropy, local government, and more. It works to build awareness, influence policy, and expand capacity so communities can create housing solutions that meet their unique needs. It covers the rural 10-county region of Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee, and Wexford counties.

Responsibilities:

- *Coordinate and convene local housing networks and partners.* Coordinate meetings, agendas, and follow-up for local housing networks, ensuring participation from and coordination with existing housing partners and initiatives.
- *Develop and implement local work plans.* Implement local goals for zoning change, advocacy, and resource development.
- *Raise awareness.* Participate in and promote a regional awareness campaign to businesses, local government, and other citizens.
- *Advocate locally.* Encourage local governments to participate, and provide assistance in completing, a "Housing Ready" Checklist.
- *Identify key development sites.* Develop a database of sites and potential incentives.
- *Identify local resources for development.* Develop a database of potential investors and development partners.
- *Coordinate development partners and resources.* Provide assistance to developers and development partners including public officials, lenders, investors, and nonprofits in planning, funding, and advocating for housing development that meets local goals with activities including:
 - Third-party site plan review and/or financial review of major development proposals on behalf of local communities to assist with financial need or local development support in the form of tax abatement, infrastructure investments, land bank or brownfield incentives, or related opportunities for public-private partnerships.
 - Collaboration with local, regional and federal non-profits seeking to build, finance and market subsidized housing within the defined context of the local community.
 - Act as a single point of contact for information, tools, and partner resources for housing development and initiatives at the local level.
 - Work with partners to create new financing vehicles.

Qualifications

The individual responsible for this work is expected to have at least 5 years of experience working in a public policy environment to influence land use decisions, housing policies, economic development and/or community development. A bachelor's degree in urban planning, public administration or non-profit administration is preferred. The desired individual will have strong finance and communication skills, a background in housing or community development, and the ability to work in a complex system with undefined parameters. The proposed position is intended to begin as a three-year commitment.

Compensation

Compensation and terms of employment are negotiable and dependent on qualifications. This is a full-time position with benefits offered through Housing North.

Submission of Proposals

Interested parties can submit a cover letter, and resume to Yarrow Brown, Executive Director, Housing North. Please email the information to yarrow@housingnorth.org. The salary range is \$55,000 to \$65,000 per year depending on experience. This includes a full benefit package. All are welcomed and encouraged to apply. The position will remain opened until it is filled.