



## **Director of Housing Initiatives Position Description**

### **Scope**

Directs the implementation of the Mayors Caucus' various housing and community development initiatives. Staffs the Housing and Community Development Committee and Diversity Task Force. Acts as a staff liaison with housing organizations and agencies when appropriate. Reports to the Executive Director on a regular basis.

### **Nature of Responsibilities**

The Housing Director performs the following types of duties:

- Works with the member Mayors and municipal staff of the Caucus' Housing and Community Development Committee to develop a Policy Agenda which guides the Caucus' priorities and projects related to housing and community development;
- Regularly performs needs assessments to determine which resources and technical assistance are most needed by the Chicago region's Mayors and their communities;
- Communicate the housing resources, programs and assistance that are currently available for municipal officials;
- Markets the Caucus' resource services to its participating municipal associations and member Mayors;
- Provides technical assistance and resource services to the Chicago region's Mayors and their municipalities;
- Assists municipal officials in developing housing policies;
- Establishes partnerships with existing housing organizations and agencies and works with them on a strategy for how the Mayors Caucus can complement their existing efforts;
- Represents the Caucus at appropriate regional housing forums;
- Works in partnership with the Chicago Metropolitan Agency for Planning and Metropolitan Planning Council to develop housing policy plans for municipalities.
- Pursues philanthropic and government grants to support the Caucus' work.
- Works with the member Mayors and municipal staff of the Diversity Issues Task Force to develop resources and share best practices for municipalities related to issues of immigrant integration and equity.

## Housing Director Job Description

### Page 2

#### Knowledge, Skills and Abilities

The Housing Director possesses the following knowledge and traits:

- Working knowledge of municipal housing issues and programs;
- The desire to be part of an organization that is dedicated to building consensus on solutions to complex regional issues;
- Experience writing and managing grants;
- Ability to express information effectively to individuals and groups, both orally and in writing;
- Comfortable interacting with elected officials on a regular basis;
- Ability to understand and follow oral and written instructions and work independently;
- Ability to network and establish working relationships with organizations and individuals;
- Ability to demonstrate responsible behavior and attention to detail; and
- Display a high standard of ethical conduct.

#### Education and Experience

The Housing Director must be a graduate from an accredited college or university with at least a bachelor's degree in public policy, public or business administration, planning, sociology or a related field. He/she must have at least five years of experience in the housing and community development field.

**Salary and Benefits:** Salary commensurate with experience, education background. Position includes health, life, dental and disability insurance and employer contribution to 401K plan.

**Application:** Please email a résumé, list of three references, salary history and cover letter to Dave Bennett, Executive Director at [dbennett@mayorscaucus.org](mailto:dbennett@mayorscaucus.org). Position will remain open until filled.