



Greater Lansing Housing Coalition

Position Description: Development Director

The **Greater Lansing Housing Coalition (GLHC)** is a nonprofit community housing development corporation working to provide quality affordable housing for low and moderate income people and help revitalize Lansing neighborhoods. GLHC is seeking candidates for the position of **Development Director**. The Development Director will be responsible for the overall coordination and the successful implementation of a variety of housing and community development programs and projects including renovation, new construction and rehabilitation projects.

Responsibilities include the following

- Research, identify and evaluate residential development opportunities for GLHC
- Oversee and manage all aspects of single family housing renovation and new construction projects from project feasibility through acquisition, construction and sale including community outreach and awareness and qualification of applicants
- Coordinate the work of project related consultants including architects, attorneys, environmental consultants, marketing consultants and others
- Coordinate communication with program partners including government agencies, project funders and financial institutions
- Research, complete and submit grant applications for projects and monitor grants for compliance with program objectives and reporting
- Manage communication with the GLHC Board and its Committees about proposed development projects and the progress of projects in process

Qualifications:

- Minimum of three years related experience in housing and / or commercial project development, real estate financing or a closely related field
- Minimum of three years experience with community-based organizations preferred
- Minimum of three years experience in supervisory or management position
- Strong verbal and written communication skills
- Applicant should be well organized; able to see big picture and pay attention to detail
- Successful applicant will need to be or become a licensed builder in the state of Michigan within 30 days of hire
- Knowledge of the Lansing community is preferred
- A college degree in a related discipline is desirable

Salary and Benefits

GLHC offers a competitive salary and benefits package commensurate with experience.

To Apply

To be considered, please mail, fax or email by 5:00 pm on Friday, September 12 a cover letter stating your interest and salary requirements, your resume and the names and contact information for three references to:

Greater Lansing Housing Coalition

Attn: Lynne Martinez

1017 West Lapeer Street

Lansing, Michigan 48915

517-372-5980 (ph); 517-372-1930 (fax); www.glhc.org (website); admin@glhc.org (email)

GLHC is an equal opportunity employer and an equal housing opportunity provider