



The mission of Tri-CAP is to enhance and expand opportunities for the economic and social well-being of our residents and our communities.

## **Director of Community Development**

We are looking for a leader to be responsible for the day to day management of our agency's Community Development Department including energy and weatherization programs, housing development and housing rehabilitation programs. This position leads a department with 10+ staff and budgets totaling over \$4 million annually. This person has integrity, creativity, passion, resourcefulness, and a commitment to serving others. The leader we seek is a highly motivated self-starter who is organized, able to prioritize tasks, and is highly skilled at bringing out the best in a team.



**Starting salary \$71,000- \$91,000 annually plus excellent benefits!**

## **Primary Responsibilities**

- \*Develop and monitor department, program and fund budgets for efficient utilization of funds and assets.
- \*Sustain and diversify department and agency programs through marketing and outreach efforts, grant writing and other funding opportunities.
- \*Embrace, advocate and carry out the agency mission and vision, and serve as an active community leader.
- \*Develop and provide oversight for agency owned low-income housing rehabilitation projects.
- \*Provide oversight and ensure compliance of energy and weatherization program services.
- \*Oversee all client data management and reporting systems for the department.
- \*Lead and equip a diverse team of staff, providing appropriate training and development activities.
- \*Develop new initiatives and program services to meet agency goals and community needs.

## **Qualities & Qualifications**

- \*A combination of a four (4) year degree in administration or housing development-related field, and six (6) years' related experience OR a combination of ten (10) years' education and experience.
- \*Knowledge of HUD, MHFA, Rural Development, housing regulations including Davis Bacon, building codes and energy efficiency standards.
- \*Budget development and monitoring.
- \*Working knowledge of construction and weatherization auditing tools and equipment.
- \*Strong leadership and managerial skills/experience to develop, motivate and lead a team.
- \*Excellent organizational, process, analytical and problem solving skills.
- \*Proficiency in Microsoft Office Suite and program specific software.
- \*Excellent written and verbal communication skills.
- \*Valid driver's license with ability to travel to locations within agency service area.
- \*Knowledge and experience with working with the low-income population.

## **To apply:**

Please apply online at [www.tricap.org](http://www.tricap.org) or request an application by emailing [hr@tricap.org](mailto:hr@tricap.org) or calling 320-251-1612. Include cover letter, resume and professional references with the application. Position is open until filled.