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 or calling 320-251-1612. Include cover letter, resume and professional references with the application. Position is open until filled.