

DIRECTOR OF HOUSING AND NEIGHBORHOOD REVITALIZATION DALLAS, TEXAS



City of Dallas



DIRECTOR OF HOUSING AND NEIGHBORHOOD REVITALIZATION DALLAS, TEXAS



THE COMMUNITY

The vibrant spirit of Dallas, and its true Texas charm, provides an authentic experience that is world-class! As the ninth largest city in the United States and the third largest city in Texas, Dallas has over 1.3 million residents. The Dallas-Fort Worth-Arlington metropolitan area, commonly known as the Dallas Fort Worth (DFW) Metroplex has 120 cities and a population of more than 7.2 million and is the No. 1 visitor and leisure destination in Texas!

The community is proud of its diverse neighborhoods and attracts residents desiring both urban and affordable living. With many events and activities to choose from, Dallas has much to offer both tourists and area residents. The DFW region is the home of six major sports franchises including the Dallas Cowboys (NFL); Dallas Stars (NHL); Dallas Mavericks (NBA); Dallas Wings (WNBA); FC Dallas (MLS) and the Texas Rangers (MLB).

The Dallas Arts District is the largest urban arts district in the United States, and Fair Park is home to the largest collection of Art Deco buildings in the country.

Known for business, Dallas is home to the third largest concentration of Fortune 500 companies. The greater DFW area boasts the 5th largest economy in the country and 10th largest in the world. The City's economy is primarily based on banking, commerce, telecommunications, technology, energy, healthcare and medical research, and transportation and logistics. Supporting both business and tourism, the Dallas-Fort Worth Airport is one of the largest and busiest airports in the world.

Dallas has more than 300 public and nearly 90 private primary and secondary schools. Also, the region is home to more than 40 higher education institutions, including the University of Texas Southwestern Medical School, Southern Methodist University, the University of North Texas, Texas Christian University, University of Texas at Arlington, and University of Texas at Dallas.

Dallas is also one of the most ethnically diverse major cities in the United States, with residents of Hispanic or Latino (42%), African American (24%), Asian (5%), and Caucasian (29%) descent. The Dallas metropolitan area is recognized as having the sixth-largest concentration of members of the LGBTQ community among the 50 largest U.S. cities.



THE CITY

The City of Dallas operates under the Council-Manager form of government with a Mayor and 14 City Council Members serving as district representatives. Under this form of government, the elected body sets policies for the operations of the City.

The City Manager is appointed by the Mayor and City Council to serve as the chief administrator of the City government organization. The City Manager has an Executive Leadership Team which consists of two Deputy City Managers and five Assistant City Managers and Chiefs. The City of Dallas is a full-service organization composed of more than 30+ departments. The City Manager oversees all departments and functions of the City except those of the City Attorney, City Secretary, City Auditor, and judiciary, each of whom reports directly to the City Council. In addition, the Park and Recreation Department does not report directly to the City Manager but has its own board that is appointed by the City Council. Dallas has an FY 2023-24 operating budget of \$3.86 billion and capital budget of \$797 million for a total of \$4.62 billion. The city currently has approximately 15,300 full-time employees.

The City of Dallas is guided by a service culture that embodies the core values of Empathy, Ethics, Excellence, Engagement and Equity.



THE DEPARTMENT AND THE POSITION

The Department of Housing & Neighborhood Revitalization (HOU) is charged with investing in the development and preservation of mixed-income housing. The Department has 65 employees who, through federal entitlement grants, local funds, bond funds, and other housing development tools, **assist mission-oriented developers in the production of quality, affordable housing and support renters, homeowners, and homebuyers in finding, maintaining, and staying in their homes.** With the recent launch of Economic Development incentives, the creation of a new Community Development Unit by the City Manager's office, and the upcoming 2024 Housing Bond allocation, there are opportunities to better connect and deploy the City's housing and community development functions in service of creating better and more plentiful housing options and programs for all Dallas residents.

Within the last two years, the City of Dallas City Council has adopted the Comprehensive Housing Policy 2033 (CHP2033), the Economic Development Policy (EDP), and the Racial Equity Plan (REP), which collectively guide City Council and staff as they endeavor to **proactively address disparities in economic opportunities and outcomes for Historically Disadvantaged Communities** (as defined in the REP) through **policy, public investment, and partnership.** The adoption of these Policies fosters an opportunity for a visionary leader to join the City of Dallas Executive Team by driving strategies to catalyze neighborhoods and ensure that Dallas has an array of safe homes available to people of all income levels. This requires the new leader to bring extensive experience in identifying and implementing tools to produce new housing supply and maintain or improve the quality of existing housing stock.

As the City's **advisor and expert on trends and best practices in housing,** the Department plays a crucial role in **supporting and identifying projects in opportunity areas that respond to community needs.**

The Director must be **committed to producing and preserving single family, multi-family, and supportive housing as well as affiliated amenities to support and revitalize neighborhoods.** The next Director of Housing and Neighborhood Revitalization should be a **systems-thinker** focused on producing **projects at the site level that address deficiencies and create synergies at the neighborhood level.**

The Director will serve as a **cross-sectoral liaison** between City departments and affiliate agencies, developers, property and business owners, governmental entities, and other stakeholders involved in the housing, community development, economic development, and real estate industries. From senior home repairs to the underwriting of large-scale mixed-income multi-family developments and diversity of housing, the Department acts as a **collaborator and support system for the housing ecosystem.** Because of those correlations and interdependencies, the Director and team will be expected to **keep abreast of innovations across these industries to deliver revenue-generating projects that uplift underserved neighborhood and address community needs.**

The ideal candidate for this role is also **well-versed in municipal development review procedures.** Therefore, they are a creative and entrepreneurial thinker who can explore and establish best practices for **rapid development review, expedient public sector development financing and incentives approval, and cross-departmental collaboration, thereby enhancing efficient and inclusive service delivery.** The Department actively engages with the City Manager, City Council offices, senior leaders and staff in other departments, and leadership at affiliate agencies. To execute projects, the Director and the HOU team will work closely with departments such as Planning & Urban Design, Development Services, Office of Economic Development, Small Business Center, Department of Public Works, and more.





JOB RESPONSIBILITIES

Departmental Oversight

- Delegates projects and programmatic areas of responsibility in collaboration with management team; meets with management staff to identify and resolve issues; reviews and evaluates work methods and procedures.
- Directs and participates in the development and administration of the Department budget, including the:
 - Forecasting of additional funds needed for staffing, equipment, materials, and supplies.
 - Monitoring and approval of expenditures; and
 - Preparation of and implements budgetary adjustments as necessary.
- Establishes both general policies and specific goals and objectives to implement the City's housing programs in collaboration with the City Manager's Office
- Guides the Housing & Neighborhood Revitalization Department via effective strategic planning, work planning, staff management, and resource allocation (e.g., equipment, supplies, workspace)
- Maintains absolute confidentiality of issues, client records, and City information.
- Manages internal and external initiatives to achieve the City's housing objectives.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures by:
 - Assessing and monitoring workload, administrative and support systems, and internal reporting relationships.
 - Identifying opportunities for improvement; and
 - Directing the implementation of changes
- Performs other duties as required or assigned by the City Manager, such as ad hoc research and/or project or program opportunity inquiries.
- Selects, trains, motivates, mentors, and evaluates Department staff and works with employees to correct deficiencies.
- Supports the relationship between the City of Dallas and the constituent population by demonstrating courteous and cooperative behavior when interacting with visitors and City staff.

PROJECT & PROGRAM ADMINISTRATION

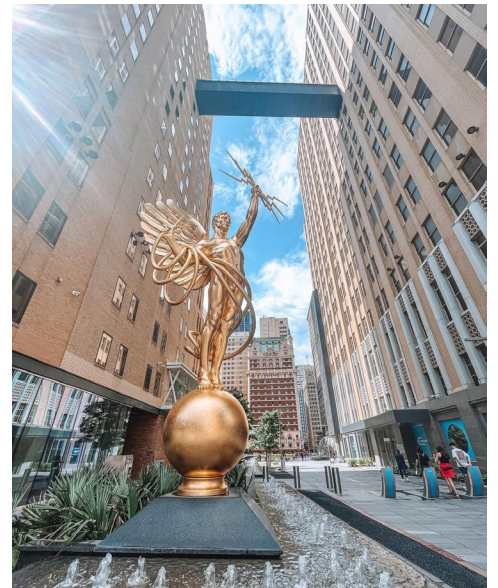
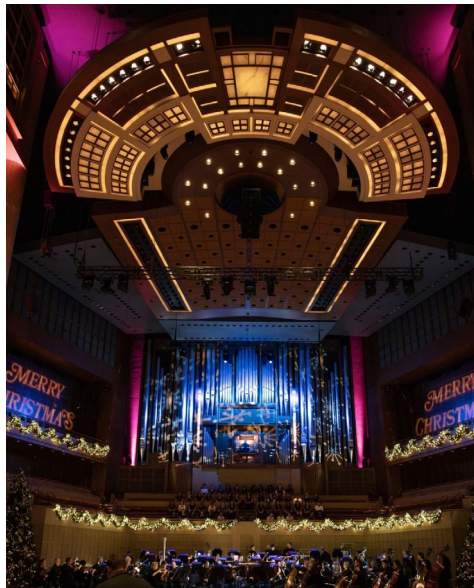
- Assists (directly or indirectly through department staff) property owners, businesses, and developers in the City's development process, which include site selection evaluation and review, project and/or program negotiations, land assembly and relocation, financial assistance and analysis and contract and/or code compliance.
- Collaborates with other City departments to pursue, manage, and comply with the parameters of grants and other funds necessary to deliver housing programs and projects.
- Coordinates, research, and evaluates both projects and programs that will enhance and preserve the City's housing stock and economic base and routinely uses data to drive strategic decisions about next steps.
- Directs, designs, and implements the comprehensive housing policy, including aligning daily programs and operations to fulfill its goals and collaborating with staff, consultants, and the housing ecosystem to keep the plan up to date and on par to always address the housing needs in Dallas.
- Facilitates and develops home production, home repair, housing financing, and proactive infrastructure projects to create shovel-ready sites.
- Improves and expands the community's affordable housing stock and available amenities with each project approved and/or financed.
- Oversees the following:
 - Creation and oversight of programs that foster housing affordability, capacity building, and project efficiency, such as anti-displacement toolkits, how-to workshops, cross-departmental project management technology.
 - Management of housing programs for the Department that support home ownership, preservation of the City's existing housing stock, and safe quality homes, such as repair assistance, home repair, and lead reduction.
 - Management of vehicles that facilitate housing finance, production, and affordability, such as the housing finance corporation(s), the land bank program, and the land trust program.
 - Real property acquisition, construction, and urban development.
 - The negotiation and preparation of contractual agreements necessary for project execution in alignment with the City's broader equitable economic development goals,
 - The maintenance of City databases including demographics, census, economic, and land use data.
 - Various phases of development projects, including identifying project sites, assessing feasibility, acquiring property to leverage in deals, obtaining entitlements and contracts, recruiting funding, and financing partners, establishing public-private partnerships, and managing the design and construction phases of the project lifecycle.
- Plans, designs, and implements site-specific development as well as neighborhood or area-level economic development strategies and programs.





INTER-GOVERNMENTAL & INTER-AGENCY COLLABORATION

- Attends and participates in industry meetings and stays abreast of new trends and innovations in housing, community development, economic development, and real estate industries.
- Builds and sustains a strong housing ecosystem by developing and maintaining cooperative relationships.
- Coordinates activities and service delivery with other departments and public and private agencies to support the efficient production of housing, mixed-use and community-oriented projects.
- Confers with and serves as advisor to the City Manager on departmental policies, strategies, and programs that promote quality housing and thriving neighborhoods.
- Explains and interprets housing programs, policies, and activities and negotiates and resolves sensitive, significant, and controversial issues.
- Presents policies, plans, projects, and initiatives to City Council, Committees, and other agencies.
- Regularly consults with tenant and resident organizations as well as individual residents in a manner which demonstrates an understanding of, and respect for, diverse incomes and cultural backgrounds.
- Represents the Department to other City departments, elected officials, and outside agencies.



EDUCATION/EXPERIENCE

Education and Experience (Required)

1. Bachelor's degree (B.A., B.S.) in real estate, real estate development, planning, engineering, business, urban studies, urban economics, finance, or related fields.
2. Seven (7) to ten (10) years of work experience in housing administration and/or development, community development, real estate development, intergovernmental relations, community engagement and relations, urban planning, real estate consulting, real estate project finance, underwriting, community development banking, or work at a community development financial institution (CDFI).

OR

3. The equivalent of a Master's Degree (in Public Administration, Public Policy, Accounting, Business Management, or related field), plus the combination of workforce, and training, with at least five (5) to seven (7) years of work experience in housing administration and/or development, community development, real estate development, intergovernmental relations, community engagement and relations, urban planning, real estate consulting, real estate project finance, underwriting, community development banking, or work at a community development financial institution (CDFI).

Candidates must demonstrate a proven ability to manage multiple housing projects simultaneously, manage a department, lead interdisciplinary teams, and effectively solve problems on a variety of issues that may occur during the real estate development process.

COMPENSATION AND BENEFITS

The salary range for the Director of Housing and Neighborhood Revitalization will be based on experience and qualifications. The City of Dallas offers a comprehensive and competitive benefits package.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The deadline for applications will occur on **March 11, 2024**, to apply, candidates must submit a comprehensive resume, cover letter and current contact information for five professional references to www.govhrusa.com/career-center. Candidates may contact the recruiter, Charlene Stevens, Executive Vice President for Recruitment Services, 320-262-0303.

This recruitment incorporates existing rules and regulations that govern public sector recruitments in the State of Texas.

