



Emmet County Housing Ready Program Director Position Description

Housing North, in collaboration with the Little Traverse Bay Housing Partnership (Partnership), seeks an individual to lead a Housing Ready Program in Emmet County, Michigan. The primary objective of this position is to unlock market-driven solutions to create housing opportunities for today's workforce in Emmet County. The individual selected for this position will be a catalyst and principal point of contact within the community for information, tools, and resources for initiatives to effectively address affordable housing shortages in Emmet County.

Housing North is a non-profit governed by a 10-member Board of Directors representing business, philanthropy, local government, and more. It works to build awareness, influence policy, and expand capacity so communities can create housing solutions that meet their unique needs. It covers the rural 10-county region of Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee, and Wexford counties. Housing North works closely with and through local and county-level communities and partnerships. The local committee for Housing North is the Little Traverse Bay Housing Partnership.

Since 2017, the Little Traverse Bay Housing Partnership has brought together organizations and committed individuals from a cross-section of our housing "community" to identify ways to address our housing crisis and, collectively, make progress on this issue. The Partnership focuses on four inter-related areas: (1) increasing understanding of the housing crisis by policy makers and the public; (2) informing and participating in policy changes; (3) strengthening connections with and support to developers and builders; and (4) bridging the financial gap for affordable housing projects.

Scope of Work

Housing North and the Partnership are seeking an individual to provide the services described below. This is full time position employed by Housing North and based in Emmet County. Partial funding for this position is currently contributed by the cities of Petoskey and Harbor Springs and Resort Township. Therefore, the Program Director's initial activities will have a particular—but by no means exclusive—focus on workforce housing opportunities supporting these jurisdictions.

Finance and Project Support

- Develop an active network of developers, builders, nonprofits, government agencies (e.g., Emmet County Land Bank and Brownfield Redevelopment Authorities), and others to identify potential projects and break down the barriers in order to bring those projects to fruition.
- Develop and keep up-to-date a database of potential development sites.
- Provide assistance to developers and development partners, including public officials, lenders, investors, and nonprofits, in planning, funding, and advocating for housing development that meets local goals with activities including:
 - Identify funding needed to complement developer and other financing in order to achieve affordability goals for target households;
 - Identify potential sources (including Federal, State, regional and local) to meet these needs and work with project partners and other Partnership members to develop funding proposals;

- Conduct third-party site plan reviews and/or financial reviews of major development proposals on behalf of the Partnership to assist with financial need or local development support in the form of tax abatement, infrastructure investments, or related opportunities for public-private partnerships;
- Work with partners to create and support new local and/or regional affordable housing financing vehicles; and
- Ultimately helping to close deals and bring attainable housing projects of various scales to fruition.

Leadership and Representation

- Represent and/or work closely with Housing North and the Partnership as a spokesperson for efforts to increase affordable housing in Emmet County. This includes the ability to speak publicly to groups and organizations, and comfortably advocate for projects.
- Develop and maintain strong working relationships with local government officials, developers, lenders, investors, businesses, and nonprofit organizations in the County.
- Liaise with Housing North and other local and regional affordable housing groups to identify opportunities to collaborate, bring to Emmet County relevant experiences and ideas being considered elsewhere in the region, and tap regional resources that could support and benefit the Partnership's activities in Emmet County.
- Collaborate with local, regional, and statewide nonprofits seeking to build, finance, and market affordable housing within Emmet County.
- Facilitate the development of innovative local policy-based programs, such as deed restrictions that limit occupancy to year-round residents, to help address drivers of the current shortage of affordable housing.
- Recruit, motivate, and support volunteers and their respective committees, including the Partnership.
- Assist local units of government on policy development, possible zoning changes, and other initiatives that support the development of attainable housing.

Qualifications

The individual selected for this position is expected to have the following qualifications:

- A bachelor's degree and at least 5 years of experience working in a public policy environment to influence land use decisions, housing policies and/or finance, economic development and/or real estate development; and
- A strong commitment and track record of collaboration with diverse partners and "leading from behind," strong finance and communications skills, a background in housing or community development, and the ability to work in a complex system with undefined parameters.
- A bachelor's degree in urban planning, public administration, economic development, nonprofit administration or real estate development is preferred.
- Familiarity with Emmet County and the State of Michigan is preferred.

Submission of Proposals

This is a full-time position with benefits offered through Housing North. Interested parties can submit a cover letter, resume and salary requirements to Yarrow Brown, Executive Director, Housing North no later than July 15, 2021.

Inquiries are welcome and should be addressed to yarrow@housingnorth.org