



HOUSING AUTHORITY OF SKAGIT COUNTY

Washington

HOUSING DEVELOPMENT DIRECTOR

\$102,000 - \$120,000

Plus Excellent Benefits

Apply by

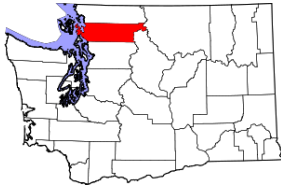
February 23, 2025

(First Review, Open Until Filled)

PROTHMAN



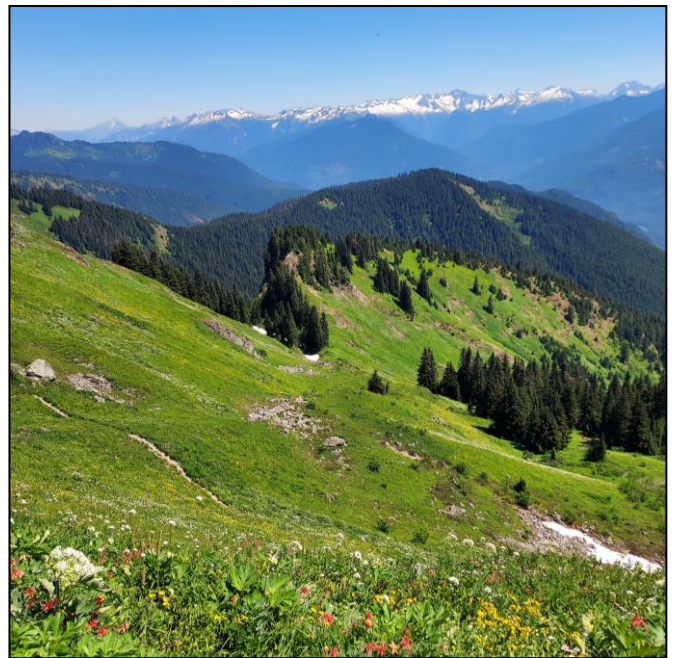
THE COMMUNITY



Skagit County has a population of approximately 127,000 people and is located approximately 60 miles north of Seattle, Washington. The region is

known as being one of the fastest growing counties in the state and has experienced steady growth over the last 10 years. Skagit County's major urban centers, historic villages, rural retreats, and seaside ports each have unique scenic beauty and a multitude of attractions, making the region primed to cater to businesses, tourism, and families.

Western Skagit County features waterfront communities, berry farms, and tulip fields, while mountains, eagles, and wildlife reserves mark the eastern edge of the county. The famous Skagit County Tulip Festival has been part of the City of Mount Vernon since the early 1980s, first being part of the Mount Vernon Chamber of Commerce, then branching out to form its own organization. Businesses in Mount Vernon and Burlington enjoy strong community and local government support, a thriving business climate, and easy access to Interstate 5 and marine shipping.



THE ORGANIZATION

The Housing Authority of Skagit County (HASC) is a dedicated team of compassionate housing professionals committed to providing affordable housing solutions and preventing homelessness in the community. With a mission to increase housing options for low-income individuals and families, HASC operates a range of programs, including rental subsidies, multi-family rental units, and single-family home weatherization. These initiatives aim to reduce housing burdens, empowering participants to focus on personal growth and improved economic stability.

HASC places a strong emphasis on delivering compassionate, culturally relevant services. Residents are regarded as the organization's ultimate customers, and the staff is highly trained to provide respectful and meaningful support. Translation and interpretation services are readily available to ensure inclusivity and accessibility for all residents.

HASC operates with a 2025 budget of \$10,007,673 and is governed by a five-member Board of Commissioners appointed by the Skagit County Commissioners, though the organization operates independently from the county government. Board members serve five-year terms. The organization's leadership team includes the Executive Director, Finance Director, Facilities & Properties Director, and the newly founded Housing Development Director position.

HASC is organized into three key departments which includes:

Section 8 (HUD) Department: Provides rental subsidies for low-income individuals and families, elderly residents, veterans, homeless individuals, foster youth, and people with disabilities. The department also runs a Family Self-Sufficiency program, which helps participants set and achieve personal and financial goals.

Weatherization Department (Dept. of Commerce/Energy): Focuses on remodeling owner-occupied low-income housing to improve energy efficiency and security, ensuring compliance with Department of Energy (DOE) and Department of Commerce (DOC) regulations.

Properties Department: Manages 315 apartment units and 105 beds for temporary housing. The department also employs a Resident Services Coordinator to offer additional support services to tenants and participants.

Key Properties Managed by HASC include:

Farmworker Housing:

- La Paloma Apartments - USDA-financed housing dedicated to farmworkers.
- Mt. Baker Meadows - Affordable housing for farmworkers.
- Seasonal Farmworker Housing - USDA-funded temporary housing for migrant farmworkers.
- Raspberry Ridge 1 & 2 Apartments - LIHTC-financed housing serving farmworker families.

Specialized & Supportive Housing:

- Mt. Vernon Family Housing - LIHTC-funded housing serving individuals with disabilities, homeless veterans, and farmworker families.
- President Apartments - HTF-financed housing providing affordable units for low-income families.

Family Housing:

- Burlington Terrace Apartments - Bond-financed housing designed for low-income families.



THE POSITION

Working under the general direction of the Executive Director, the Housing Development Director is a new position within that organization that provides professional assistance to the Executive Director, who oversees HASC operations.

This position will supervise at least two staff in one of the three current departments and supports the Executive Director in the development and management of housing and housing programs for low-income people in Skagit County. These programs include research into funding opportunities, land acquisition/zoning/planning, funding applications, fundraising, project planning and management, personnel management, acquiring and maintaining knowledge of complex government programs and how to develop new housing options and maintain them in compliance long-term.

The Director will work with senior management, particularly with the HASC Property Department, in monitoring and evaluating the activities and services of the agency and requires knowledge of HASC's federal/state programs in order to position, grow, and maintain the organization's housing portfolio.

To view the full job description, please view the attachment found [here](#).

OPPORTUNITIES & PRIORITIES

A Diverse Team and Sound Financials: HASC is proud to have a diverse team, with staff originating from five different countries and speaking multiple languages, veterans from the U.S. and other countries, and staff with lived experience. This cheerful team effectively manages most aspects of federal, state and local affordable housing and weatherization programs and agency owned apartments. Due to effective leadership and committed staff, the agency has thrived and complied with complex and diverse funders and government regulations even during challenging times of funding shifts, health crises, and tight rental markets. The agency is financially sound and is well positioned to remain nimble through changing conditions in the coming months and years.

Leading New Development Projects: The Director of Housing Development will take charge of upcoming affordable housing projects, including an exciting farmworker housing development expected to start in 2025. With funding likely to be secured, key priorities will include finalizing designs, obtaining permits, selecting contractors, and initiating construction. This role is expected to lead the entire development process from start to finish on all future developments and ensure successful project completion.

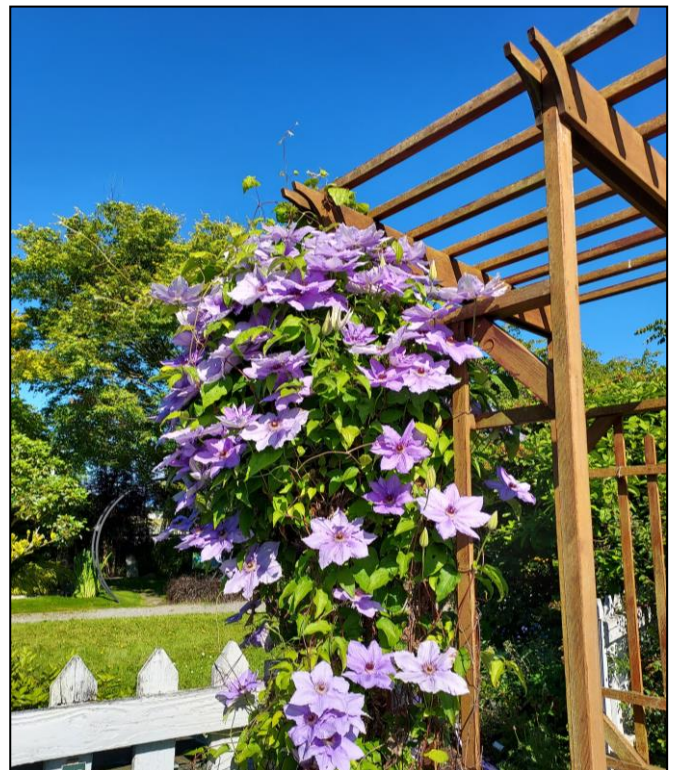
Navigating Workforce and Workload Challenges: As a smaller agency with a committed but limited staff, the Director will need to manage workload effectively, balancing agency-wide responsibilities with development work. While current projects typically take around three years to complete, there is potential for increased capacity in the future. The Director will need to remain flexible, meeting tight deadlines during critical phases such as grant applications, project closings, and public meetings, while also contributing to broader organizational efforts during slower periods.

Expanding the Agency's Housing and Service Portfolio: With the groundwork laid for continued growth, the Director will play a key role in expanding the agency's housing portfolio and participant empowerment programs. Opportunities include developing homeownership initiatives, expanding housing services, and securing additional funding through state, federal, and private grants. The challenge will be to balance expansion with maintaining financial stability and operational excellence.

Fundraising and Securing Diverse Funding Sources: Securing sustainable funding is critical to the agency's long-term success. The Director will be tasked with identifying new fundraising opportunities, applying for federal and state grants, and navigating complex tax credit financing. This includes ensuring compliance with all funder and regulatory requirements, as well as stewarding donor and stakeholder relationships.

Developing Internal Talent and Future Leadership: With a strong and diverse team already in place, the Director has the opportunity to further develop internal talent and ensure staff are motivated, trained, and positioned for long-term growth. Additionally, this role has the potential for career advancement to the Executive Director position within the next decade, making this a unique leadership development opportunity for the right candidate.

Upholding the Agency's Mission and Values: The agency serves a diverse population, including Section 8 clients, migrant farmworkers, veterans, and families with disabilities. Many clients come from economically disadvantaged backgrounds, and nearly 50% of residents are Spanish speaking. The Director will need a spirit of humility and service, embracing the agency's mission to uplift the local community through affordable housing, empowerment services, and economic development.



THE IDEAL CANDIDATE

Education and Experience:

- Any relevant experience that provides a candidate with the knowledge, skills and abilities to perform the duties of this position will be considered.
- A bachelors' degree from an accredited college or university in public/business administration, human and/or social services, communications, planning, finance, accounting, or related field is required. An MBA or comparable master's degree is preferred.
- A minimum of five (5) years' experience in development of housing from land acquisition to operations, including grant/funding applications, pre-development, pro-forma development, construction oversight, lease-up, and close-out.
- A minimum of five (5) years' experience in grant management or administration of public housing, rental assistance, other affordable housing program, or equivalent HUD experience at a senior level of responsibility.
- A minimum of three (3) years of federal procurement and grants administration experience.
- Significant experience in project management, public relations, technical assistance, and/or consulting in the areas of affordable housing or related public programs.
- A history of effective supervision of professional and technical staff, including supervision of program leaders, and the ability to make recommendations and suggestions on significant decisions with regard to performance evaluations, advancement or discipline of supervised employees.
- A track record of having a high level of responsibility with grant applications, strategies, administrative and management.



Desired Knowledge, Skills, and Abilities:

- The ability to speak, read, and write in Spanish.
- A collaborative and humble leadership style, with a genuine spirit of service and dedication to improving the lives of others.
- A demonstrated commitment to serving economically disadvantaged communities, including clients utilizing Section 8 housing assistance and a significant portion of whom are Spanish speaking.
- The ability to take a multidisciplinary approach and manage a wide variety of responsibilities and challenges in a dynamic work environment.
- Strong project management skills, with the ability to oversee the entire housing development process, including identifying land, selecting contractors and architects, and managing projects from inception to completion.
- Knowledge of federal and state housing grants, including the ability to apply for, secure, and manage grant funding throughout the development process.
- Experience negotiating contracts and assembling complex financing packages, including tax credit financing and philanthropic contributions.
- Proven ability to work effectively with philanthropic organizations, government agencies, and other key stakeholders to advance housing development goals.
- Strong interpersonal and communication skills (verbal and written), with the ability to build relationships and engage with clients, staff, and external partners from diverse backgrounds.
- Ability to lead and thrive in a culturally diverse office environment, fostering inclusivity and respect for all staff and clients.
- Ability to navigate complex regulatory environments and compliance requirements associated with housing development projects.
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources, development, and coordination of people and resources.
- Knowledge of customer service principles, including customer needs assessment, meeting quality standards, and evaluation of customer satisfaction.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, and designing forms.
- Proficiency in Microsoft Office and ability to learn agency-specific software programs.

- Knowledge of personnel recruitment, selection, training, compensation and benefits, and personnel information systems.
- Knowledge of the Landlord Tenant Act, Affirmative Fair Housing, USDA RD and HUD programs, Low-Income Housing Tax Credit programs, and other industry regulations, or ability to become certified within one year of hire.
- Familiarity with employment labor laws and professional business office practices and procedures.
- Excellent judgment and decision-making skills, with the ability to logically reason through problems to determine the best course of action.
- Knowledge of local social service agencies and community resources to provide information and referral services.
- Specialized knowledge of the operation and maintenance of multi-family dwellings and grounds.
- Broad knowledge of management, organizational development, and administration of public and private not-for-profit organizations, with the ability to apply this knowledge to affordable housing programs and projects.
- Ability to establish and maintain cooperative relationships with elected and appointed officials, employees, residents, federal and state agencies, and community-based organizations with patience, diplomacy, tact, and courtesy.
- Sensitivity to, and experience working with, ethnically and culturally diverse individuals, communities, agencies, and organizations.

COMPENSATION & BENEFITS

- **\$102,000 - \$120,000 DOQ**
- Medical Insurance - employer pays 95% of medical premiums for employee; dependent coverage – employer pays 50% of medical premiums for dependents, except for spouses who have access to coverage through their own employers, in which case employer does not pay premiums
- Dental Insurance
- Vision Insurance
- Life Insurance - \$15,000
- Exempt vacation – 96 hours; time accrued increases after three years of employment
- Sick Leave – 96 hours
- Holidays – 8 plus 3 floating
- State of Washington PERS
- Deferred Compensation Plans – DRS & Private (457b)
- Relocation reimbursement up to \$5,000
- Private Office with Outside Window

**For more information on the
Housing Authority of Skagit County,
please visit:**

www.skagitcountyha.org



HOUSING AUTHORITY
OF SKAGIT COUNTY

The Housing Authority of Skagit County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **February 23, 2025**. Applications will be reviewed as submitted. This position is open until filled. Application materials will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "Open Recruitments", select "**Housing Authority of Skagit County, WA – Housing Development Director**", and click "**Apply Online**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.

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