



Position:	Housing & Community Development Director/ Executive Assistant	Program Affiliation:	Development/Administration
Reports To:	Chief Executive Officer (CEO)	Salary Range:	\$69,088 - \$101,458
Position Type:	Exempt	Revision Date:	June 2, 2026

SCOPE OF WORK:

The Housing & Community Development Director / Executive Assistant serves in a dual leadership role supporting the strategic development initiatives and governance functions of the Abilene Housing Authority (AHA). This position is responsible for planning, coordinating, and managing affordable housing development activities, including projects utilizing the Low-Income Housing Tax Credit (LIHTC) Program, HUD programs, and other federal, state, and local housing development resources.

Additionally, the position serves as Executive Assistant to the CEO and Board of Commissioners, coordinating board operations, preparing meeting materials, ensuring compliance with open meeting requirements, maintaining official records, and facilitating communication between the Board, CEO, staff, public officials, and community stakeholders.

The position requires strong project management, communication, organizational, and leadership skills, as well as the ability to represent AHA professionally within the community and with development partners.

ESSENTIAL JOB FUNCTIONS: include, but are not necessarily limited to:

- Lead and coordinate affordable housing development and redevelopment initiatives on behalf of AHA.
- Research, identify, and pursue housing development opportunities that support AHA's mission and strategic goals.
- Manage development projects utilizing:
 - 🚧 Low-Income Housing Tax Credits (LIHTC)
 - 🚧 HUD development and revitalization programs
 - 🚧 HOME Investment Partnerships Program
 - 🚧 Community Development Block Grant (CDBG) funds
- Federal, state, local, and private funding sources
- Serve as primary liaison with developers, consultants, architects, engineers, attorneys, investors, lenders, contractors, and governmental agencies.
- Assist in the preparation and submission of LIHTC applications and supporting documentation.
- Coordinate project feasibility studies, market analyses, financial pro formas, and development budgets.
- Monitor project schedules, budgets, milestones, and regulatory compliance requirements.
- Assist with acquisition, disposition, and redevelopment activities involving AHA-owned properties.
- Prepare reports and presentations regarding development activities for management, Board members, and funding agencies.
- Monitor legislative, regulatory, and industry trends affecting affordable housing development.
- Develop and maintain relationships with local government officials, community organizations, housing partners, and economic development entities.
- Represent AHA at public meetings, conferences, stakeholder meetings, and community events.
- Serve as primary staff liaison to the AHA Board of Commissioners.
- Coordinate all Board meeting activities, including:

- ✚ Meeting scheduling
 - ✚ Preparation and distribution of agendas
 - ✚ Board packets and supporting materials
 - ✚ Public notices and postings
 - ✚ Meeting logistics and accommodations
- Attend Board meetings and committee meetings as required.
 - Prepare and maintain official meeting minutes, resolutions, and records.
 - Ensure compliance with applicable state laws, regulations, and AHA policies regarding public meetings and governance.
 - Maintain Board records, bylaws, policies, resolutions, and governance documents.
 - Coordinate communication between Board members, Executive Director, legal counsel, and staff.
 - Assist the Executive Director with strategic planning initiatives, special projects, correspondence, presentations, and executive-level administrative support.
 - Prepare reports, briefing materials, and presentations for Board and executive leadership meetings.
 - Track and follow up on Board directives and action items.
 - Other duties as assigned.

MINIMUM QUALIFICATIONS:

- ❖ **Required Education and Experience:** Bachelor's Degree in Urban Planning, Business Administration, Real Estate Development, Architecture, Finance, Public Administration, or other related field or a minimum experience of two years in one or more of related fields. An equivalent combination of related education and experience may be substituted for the degree;
- ❖ A working knowledge of CDBG, HOME, AHP and other public and private housing and community development programs;
- ❖ Must be able to relate to the complexities of a multi-faceted organization and conceptualize how affordable housing can be financially structured;
- ❖ Ability to work a flexible schedule, hours other than 8-5, and other hours in addition to the forty (40) hour work week, to include evenings, weekends and emergencies, as required to meet Housing Authority goals and objectives.

PREFERRED QUALIFICATIONS:

- ❖ Master's degree in Public Administration, Urban Planning, Business Administration, or related field.
- ❖ Experience with LIHTC applications and affordable housing financing structures.
- ❖ Grant administration and project development experience.
- ❖ Certified Public Housing Manager (PHM), Housing Development Finance Professional (HDFP), or similar certification.

GENERAL INFORMATION:

- ❖ Salary dependent on experience.
- ❖ Training will be provided.
- ❖ **Relocation Assistance:** available to qualified candidates.
- ❖ Medical, Dental and Vision Insurance available.
- ❖ Retirement program provided.
- ❖ Paid Time Off (PTO) provided.
- ❖ The State of Texas does not withhold state income tax.
- ❖ The incumbent must possess and maintain a valid driver's license in their state of residence, and maintain an insurable driving record under the terms and conditions of the AHA auto liability policy. The incumbent may have no more than four (4) accumulated points in three (3) consecutive years. May operate Authority vehicle while on Housing Authority business.

Applications are available on the Abilene Housing Authority website at www.abileneha.org. Interested candidates must email their resume and cover letter to gene.reed@abileneha.org.

(NOTE: The above statements are not a complete list of all responsibilities, duties and skills held or performed by employees in this position.)