



## **Emmet County Housing Ready Program Coordinator Position Description and Opening**

Housing North, in collaboration with the Little Traverse Bay Housing Partnership, seeks to contract a Housing Ready Program Coordinator to unlock market-driven solutions to make workforce housing affordable for all in Emmet County. The Program Coordinator will serve as 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. Within Emmet County, the ***Little Traverse Bay Housing Partnership*** brings together key members of this community to identify ways to address the barriers to more affordable workforce housing and collectively make significant progress on this issue.

### **Responsibilities:**

#### ***Leadership***

- Serve as a spokesperson for efforts to increase affordable housing in Emmet County.
- 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 the Partnership 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;
- Help organize Partnership-sponsored events and actively participate in Partnership working groups to address specific elements within its Action Plan.

#### ***Policy and Regulatory Change***

- Identify local government policy changes needed to increase affordable housing supply, identify opportunities and local governments to pursue those policy changes, and support the development of new or revised policies.
- Work with municipalities, townships, and Emmet County to streamline processes and reduce or eliminate unnecessary regulatory hurdles while maintaining important standards which define the desired character of local neighborhoods and protect public health and private property values.

#### ***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, to understand the constraints they face, and identify ways that the Partnership could support their efforts.
- Develop a database of key development sites and potential incentives.

- 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.

### **Qualifications:**

- The individual responsible for this work is expected to have 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 community development.
- A bachelor's degree in urban planning, public administration, or nonprofit administration is preferred.
- The desired individual will have 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.

### **Terms of Employment**

- The Program Coordinator is a part-time (approximately 20 hours/week on average) contract position, with a potential to expand if additional funding can be secured.
- The Program Coordinator will be contracted by Housing North, but will work primarily with the Little Traverse Bay Housing Partnership in Emmet County. The Program Coordinator will be based within the offices of one of the Housing Partnership's members in Petoskey or Harbor Springs. A home office within Emmet County may be considered.
- Funding commitments for this position have been secured for at least three years, with extension beyond that time period desirable based on funding availability.
- Compensation is negotiable based on qualifications.