



Fairfax Renaissance Development Corporation Greater Circle Living Administrator (GCL)

Fairfax Renaissance Development Corporation (FRDC) is seeking an organized, energetic individual to manage the administration of the Greater Circle Living Program (GCL). GCL is an innovative employee housing assistance program for employees of anchor institutions and nonprofits in the Greater University Circle (GUC) area. The program provides financial incentives for employees to live near work. FRDC is searching for an individual with a track record of operating in a fast paced environment with outstanding communication, organizational, IT and customer service skills. GCL is a unique anchor institution program designed to encourage employees to live near work. The administrator works with nonprofits and anchor institutions and their employees to assist individuals in buying, renting and/or rehabilitating homes. The position must also manage the relationship with anchor institution employees assigned to the initiative as well as executive level anchor institution personnel.

PRINCIPLE RESPONSIBILITIES:

1. Create and maintain existing relationships with anchor institutions and other program partners.
2. Ensure GCL database is maintained and current.
3. Manage program budget.
4. Supervise the GCL Program Coordinator.
5. Complete grant writing and reporting
6. Educate bankers, realtors, builders, developers, and human resource personnel on program guidelines.
7. Work with anchor institutions, banks, realtors, title companies and contractors to complete the home buying, rental and home rehabilitation process.
8. Create program reports capturing program accomplishments, barriers and trends and financial reporting for program partners and funders.
9. Attend marketing events to promote the program with anchor institutions and community partners.
10. Chair a quarterly advisory committee meeting with program partners.
11. Working with University Circle, Inc., assist in ongoing efforts to market the program.
12. Manage program consultants.

POSITION REQUIREMENTS:

1. A Bachelor's Degree and four years of related housing and community development experience is required. A master's degree is preferred.
2. Excellent interpersonal and communication skills and ability to work with a diverse population.
3. Able to network at business functions and attendance at occasional evening and/or weekend events is required.
4. Highly organized with attention to detail, ability to set priorities and meet deadlines.
5. Must be able to work with applicants experiencing difficulty understanding program requirements.
6. Familiarity with real estate transactions.
7. General understanding of contemporary urban neighborhood issues and knowledgeable about the role of private nonprofit organizations in community development initiatives.
8. Prior experience with Microsoft Office and ability to learn other programs.
9. All other duties as assigned to meet the responsibilities of this position and achieve the overall goals of FRDC.

Send resumes to: TPowell@fairfaxdev.org

Phone calls will not be accepted for this opportunity