

DIRECTOR OF STRATEGIC INITIATIVES

EXAMPLES OF THE WORK AND KNOWLEDGE, SKILLS AND ABILITIES NECESSARY TO THE WORK

EXAMPLES OF WORK

Directs the financial and administrative activities of a Project Based Voucher program
Researches the utilization of the Moving to Work designation to recapitalize the public housing portfolio.

Explores HUD transformation models to include:

- Rental Assistance Demonstration program (RAD)
- HUD Declaration of Trust (DOT) releases
- Voluntary portfolio conversions
- Section 18 demolition and dispositions
- Section 32 Homeownership
- Retentions

Facilitates and coordinates the reintegration of HOPE VI Mixed Finance projects back into the LMHA asset management portfolio.

Oversees the development and implementation of strategic initiatives including the internal mechanisms for the continuing review of reporting systems to capture qualitative and quantitative programmatic data for internal/external reporting and compliance.

Develops a comprehensive system to track and evaluate appropriate indicators related to the impact of Strategic Initiatives; and to continuously monitor and evaluate the performance of these initiatives and strategies.

Communicates and establishes channels with internal and external audiences as an authoritative representative of LMHA management on a variety of significant issues related to LMHA programs and services for the purposes of garnering support, shaping opinions, advocating controversial positions, for achieving designated objectives.

Monitors and analyzes developments on local, regional and national legislative, community and business issues relative to low-income and affordable housing operations; and prepares recommendations for strategic responses.

KNOWLEDGE, ABILITIES, AND SKILLS NECESSARY TO THE WORK

Extensive knowledge of the HUD Mixed Finance project requirements and organizational structure of the Mixed Finance Partnership entities.

Extensive knowledge of the federal Low-Income Housing Tax Credit (LIHTC) program.

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KNOWLEDGE, ABILITIES, AND SKILLS NECESSARY TO THE WORK (CONT.)

Advanced knowledge of the HUD Section 8 Housing Choice Voucher and the Project Based Voucher programs.

Advanced knowledge of the HUD asset management programs available.

Ability to successfully prepare grant applications and strategic proposals to HUD and other financial institutions.

Ability to conduct successful presentations to Boards, Louisville Metro Government officials and HUD Staff.

Ability to maintain confidentiality in position.

Ability to exercise good judgement.

Ability to plan and organize.

Ability to exercise supervision over subordinate staff.

Ability to successfully work with other Staff on multi-faceted projects.

Advanced skills in oral and written communications

Demonstrated ability for accomplishing time sensitive responsibilities.

Advanced computer utilization skills.

Skill in tact and diplomacy.