



Community Development Assistant Director

- Starting Wage: \$ 64,210 to \$ 66,810 annually
- Hours: 40 hours per week
- Work location: **La Crosse**

Provides general management to and daily oversight of the Community Development Department, including homebuyer, Coulee Community Land Trust, housing rehabilitation, housing and financial counseling, rental properties, and economic development programs. Assists the Department Director in the implementation of affordable housing and economic development programs in accordance with local, state and federal requirements and guidelines established by funding sources, organizational policies, and administrative procedures.

Benefits package includes:

- Health insurance
- Dental insurance
- Vision insurance
- Flexible Spending Account
- Health Savings Account
- Long Term Disability
- Employer sponsored life insurance
- Employer-matched retirement plan
- Employer sponsored paid Short-Term Disability
- Fixed paid leave days *up to 5 days*
- Floating paid leave days *up to 9 days*
- Vacation pay *up to 208 hours*
- Sick pay *up to 480 hours*
- Hazardous weather pay
- Annual salary increases
- Annual cost of living increases
- Advancement opportunities

Couleecap is committed to hiring a diverse workforce from a wide range of backgrounds to enhance our organization and bring fresh ideas and perspectives to our agency.

Click [here](#) to complete online application process.



Application Packet Deadline: Until Filled.

For more information, please visit our website at: www.couleecap.org

Community Development Assistant Director



DATE ISSUED: April 2024

SALARY LEVEL: 31

REPORTS TO: Community Development Director

AREA OF FOCUS: Community Development

SUMMARY: Provides general management to and daily oversight of the Community Development Department, including homebuyer, Coulee Community Land Trust, housing rehabilitation, housing and financial counseling, rental properties, and economic development programs. Assists the Department Director in the implementation of affordable housing and economic development programs in accordance with local, state and federal requirements and guidelines established by funding sources, organizational policies, and administrative procedures. Collaborates with other departments, agencies, and service providers. Represents agency at public meetings and hearings when necessary. Serves on agency Management Team and contributes to overall agency management and strategies. The work is performed under the general supervision of a department director; however, the employee is expected to provide leadership, exercise initiative, problem solving, creativity, and good judgment in carrying out duties. Must have the ability to understand, appreciate, and interact with people from all cultures or belief systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Supports and upholds Couleecap's mission to fight poverty and promote self-sufficiency for individuals by helping to identify needs, mobilize resources, and provide quality services.

Oversees daily oversight for homeownership, affordable rentals, home rehabilitation, housing and financial counseling, and economic development programs. Assists in the development and management of budgets for Department programs, including grants, program income, match and other revenue. Assists with writing grants to fund new or existing grants

Identifies opportunities to support and expand the Coulee Community Land Trust.

Develops and nurtures positive relationships with funders, community members, contractors, clients, and staff. Supports the department director as necessary in planning, arranging financing, and coordinating partners in the development of affordable housing and economic development programs.

Serves as the housing counseling point of contact on behalf of the agency and oversees the housing counseling programs and staff including HUD compliance and required data collection and reporting.

Monitors and reports contract performance to funders, agency staff, and the department director; develops and implements corrective action plans, as required.

Identifies and assigns goals to staff and provides guidance in achieving program objectives. Provides leadership, training, coaching, and development to staff. Identify and implement opportunities for efficiencies in program operations, including workflow and process management.

Maintains safety standards.

Serves as a member of the senior leadership team at Couleecap.

SUPERVISORY RESPONSIBILITIES: Supervises subordinate supervisor and non-supervisory staff for a total of 11 to 20 employees. Carries out supervisory responsibilities in accordance with the agency's policies and applicable laws. Responsibilities include interviewing, making hiring recommendations, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Requires completion of a baccalaureate degree in a college or university; or four to

seven years' previous experience; or equivalent combination of education and experience. Extensive successful experience in managing a complex decentralized operation; supervisory experience; experience with creating collaborative relationships; experience working with low-income or disadvantaged people preferred.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to interpret laws and governmental regulations.

CERTIFICATES, LICENSES, REGISTRATIONS: Access to reliable, licensed, insured driver and transportation.

OTHER SKILLS and ABILITIES: Thorough knowledge of general management practices; knowledge of public or private non-profit operation; knowledge of the state and federal governmental funding procedures. Excellent oral and written communication skills. Ability to adapt to change and implement change. Ability to perform in stressful situations. Reliability and good judgment. Experience with Microsoft Word & Excel.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.