

## Chief Development Officer (CDO) Recruitment Notice

Norfolk Redevelopment and Housing Authority  
Human Resources  
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**About NRHA** Founded in 1940, the Norfolk Redevelopment and Housing Authority (NRHA) provides low-income families in Norfolk, Virginia with safe and well-maintained housing. It also plans and administers large-scale residential redevelopment programs within Norfolk.

NRHA is an award-winning public housing authority and is designated by the Department of Housing and Urban Development (HUD) as a high-performer for its assisted housing programs. NRHA has been effective in obtaining private investment partners to fund new neighborhoods; improving low-income public housing; planning and building mixed-income communities; and offering programs that support residents receiving rental assistance on their path to self-sufficiency. NRHA aims to create and apply meaningful – perhaps revolutionary – programs to serve all residents of Norfolk, Virginia.

NRHA looks for people who want to work in a challenging and progressive environment and make a positive difference in the community.

**About the Position** NRHA seeks qualified candidates for the position of **Chief Development Officer (CDO)**. The position provides executive direction to the Development Operations division, coordinating Neighborhood Projects, Neighborhood Programs, Real Estate Services, and Rehabilitation Services department functions. The position directs the strategic activities and operations for the Development Operations division. The position directs the implementation of redevelopment projects and programs, including residential and commercial development projects, mixed-income residential projects, and neighborhood conservation projects. The position oversees a project management structure that provides agency-wide coordination of mixed-finance housing development and redevelopment initiatives, including the pursuit of innovative project financing. This is a senior management position that reports directly to the Executive Director.

Key responsibilities include:

- Directing strategic development initiatives, including residential and commercial development projects, mixed-income residential projects, and neighborhood conservation projects.
- Developing and implementing a comprehensive project financing process for key Norfolk area initiatives, especially mixed-income residential projects.
- Overseeing development projects to generate revenue for the Authority.
- Coordination of the planning and administration for large-scale housing redevelopment initiatives.
- Overseeing the effective and efficient operation of ancillary development services, design and construction management, project or program support services, and real estate services.
- Negotiating terms and conditions of agreements with government representatives, partners, and contractors.
- Leading divisional, cross-divisional, and project teams to achieve housing and neighborhood objectives.
- Overseeing the planning and execution of mixed-finance housing initiatives.
- Assisting in the use of the Project-Based Voucher (PBV) program to provide incentives for the private development of quality affordable and accountable rental housing.  
Aligning and developing a staff of approximately 50 division employees to achieve organization and division objectives.

- Representing the organization before government officials, political agencies, community groups, public housing residents, businesses, news media, the general public, employees, and others.

**About the Ideal Candidate** The ideal candidate will have

- Ten to fifteen years of progressively responsible experience in community development.
- A bachelor's degree in public administration, business administration, or a related field; a master's degree is preferred (e.g., MBA, MPA, Master of Community/Economic Development).
- Progressive managerial experience to include experience in directing multiple levels of a diverse workforce.
- Considerable knowledge of project financing tools in the area of mixed-use neighborhood redevelopment, including the Low Income Housing Tax Credit (LIHTC) program; candidates with knowledge of other tax credit programs (e.g., Historic Tax Credits) will preferred.
- Experience in:
  - planning and coordinating transaction closings for mixed-finance housing development projects.
  - managing a diversified property portfolio.
  - coordinating large-scale redevelopment projects.
  - representing public sector roles and responsibilities, preferably in assisted housing and/or property redevelopment.
  - applying for and obtaining project financing from government and non-government funding sources.
  - creating partnerships with other government entities, private-sector entities, community groups, and others to achieve strategic objectives.
  - change management, to include analyzing organizational and program effectiveness and altering jobs, organization structure, and procedures.
  - presenting information both verbally and in writing to different audiences.
- Proficiency in the use of standard Microsoft Office software applications.

**NRHA offers a competitive compensation and benefits package.**

**Relocation reimbursements considered.**

**How to Apply** Interested candidates must complete an online application at [www.nrha.us](http://www.nrha.us). Click on the *Employment* tab, select *Job Postings*, and then click on the listing entitled *Chief Development Officer (CDO)*. Follow the instructions provided to complete the application and attach a resumé.

Those candidates who are selected for interview will be contacted directly by telephone. All other candidates will receive an email communication after the position is filled.

NRHA is an Equal Opportunity Employer.