



## **REGIONAL HOUSING AND COMMUNITY DEVELOPMENT GRANTS MANAGER**

The Thomas Jefferson Planning District Commission (TJPDC) seeks a qualified applicant for a full-time Regional Housing and Community Development Grants Manager to join our team. The Housing and Community Development Grants Manager provides administrative and financial management of the federal HOME, Housing Preservation Grant (HPG), and HOME-ARP programs.

This position plays an important role in fulfilling the agency's mission to serve our local governments by providing regional vision, collaborative leadership, and professional service to develop effective solutions. Successful applicants will hold the values of professionalism, integrity, accountability, and transparency and will lead and support various projects in an environment where continued professional growth is strongly encouraged. Candidates should be adept at 'learning as you lead' and have strong organizational, time management, and interpersonal skills.

The TJPDC is a regional planning agency that offers a broad range of services in the areas of economic development, land-use/planning, community development, environmental, transportation, and housing planning as well as legislative services. The TJPDC serves the member governments within the Planning District, to include the City of Charlottesville and the Counties of Albemarle, Fluvanna, Greene, Louisa, and Nelson. The TJPDC office is in downtown Charlottesville, located in central Virginia at the foothills of the Blue Ridge Mountains. Approximately 250,000 residents live in the region, which is filled with history, scenic beauty, and urban and rural living. The TJPDC currently houses the region's Metropolitan Planning Organization (MPO) and HOME Consortium and coordinates a wide variety of short-range and long-range urban and rural transportation, planning, and housing and community development projects.

### **The successful candidate should possess the ability to:**

- Establish and maintain positive relationships with team members, consultants, affordable housing service providers, community organizations, interest groups, the public, and local, state and federal staff and elected officials,
- Staff monthly Housing Directors' council meetings,
- Support the planning of annual or semi-annual conferences on affordable housing issues,
- Apply for, administer, and manage federal grants and contracts with the US Department of Housing and Urban Development - HUD (HOME, HOME-ARP) and the US Department of Agriculture - USDA (HPG) with strong financial management,
- Manage data on projects funded through HOME and HOME-ARP, to include entering data to process initial project set-ups, project revisions, and completion reports in HUD's Integrated Disbursement and Information System (IDIS),

- Prepare and present professional quality reports for programs goals, implementation, and evaluation of results (to include, but not limited to annual Action Plans, annual Performance Evaluations, and 5-year Consolidated Plans),
- Maintain internal tracking systems to record financial activities for the HOME, HOME-ARP, and HPG programs, to include reviewing payment requests from sub-recipients, processing drawdowns of federal funds, facilitating the approval of expenditures, and documentation of financial transactions to ensure compliance with HUD and USDA regulations.
- Monitor the financial systems, records, and performance of grant sub-recipients to ensure compliance with HUD regulations and perform annual monitoring visits,
- Prepare monthly HOME and HOME-ARP invoices and quarterly HPG invoices,
- Ensure federal grant regulation compliance, which may include research and interpretation,
- Research and answer requests for information about program regulations from sub-recipients, localities, the public, and other interested parties, and Perform annual monitoring visits of two sub-recipients per fiscal year for the HOME program.

**Knowledge, Skills, and Abilities:**

- Work as a member of a team, both in-person and remotely,
- Organize work tasks and meet deadlines,
- Strong oral and written communication skills with the ability to facilitate public group meetings,
- Knowledge of housing and community development issues preferred,
- Experience managing federal grants preferred but not required,
- Computer skills including database management and proficiency in Microsoft Word Excel, PowerPoint, and the Microsoft 365 environment, and
- Any combination of education or experience equivalent to a bachelor's degree from an accredited four-year college or university in Planning, Public Policy, Public Administration, Business, or a related field of study required.

The Regional Housing and Community Development Grants Manager position is for a regular full-time (40 hours/week) employee (Full-Time Exempt with full benefits). Salary range: \$50,000 to \$60,000 depending on qualifications and experience.

To view the complete posting and apply online, visit our website at [www.tjpd.org/apply](http://www.tjpd.org/apply). Posting is open for application until filled. Resume, cover letter, and completed job application are required for consideration. Applications may be submitted online or downloaded from [www.tjpd.org/apply](http://www.tjpd.org/apply) and sent or emailed to the Thomas Jefferson Planning District Commission, 401 East Water Street Charlottesville, VA 22902, [info@tjpd.org](mailto:info@tjpd.org). No phone calls please.

***An Equal Opportunity Employer***

**Thomas Jefferson Planning District Commission**  
 PO Box 1505, 401 E. Water Street, Charlottesville, VA 22902  
[www.tjpd.org](http://www.tjpd.org) • [info@tjpd.org](mailto:info@tjpd.org)