



Dakota County
Community Development
Agency

Executive Director

Position Profile



Shaping the Future

The Dakota County Community Development Agency (CDA) Board of Commissioners is seeking an Executive Director to lead the organization into the future and explore new initiatives to advance affordable housing and economic development throughout Dakota County.

The CDA was established in 1971 pursuant to special Minnesota Legislation. Since then, the agency has grown into one of the largest providers of affordable housing and community development programs in the Midwest. The CDA has economic development, housing, public housing, and redevelopment powers. The agency owns and manages over 2,700 units of affordable rental housing for individuals, families and seniors, in addition to, serving over 2,300 households through state and federal rental assistance programs. Through its housing finance activities, the agency provides resources for homebuyers and housing developers. The CDA also works closely with Dakota County communities to encourage economic development growth and support redevelopment activities.

The CDA has been consistently recognized for outstanding management of federally funded programs and excellence in financial reporting. For additional information about the CDA, visit www.dakotacda.org.

Dakota County, Minnesota

Dakota County, Minnesota is one of seven counties in the Twin Cities Metropolitan Area. Located across the Mississippi River to the south of Minneapolis and St. Paul, Dakota County is the third most populous county in the state of Minnesota with a population of just more than 400,000.

Dakota County's 593 square miles are one-third urban, one-third suburban, and one-third rural. This land use combination, the confluence of the Mississippi and Minnesota rivers, and the Vermillion River - the only trophy trout stream within a major metropolitan area - make Dakota County a unique geographic area.

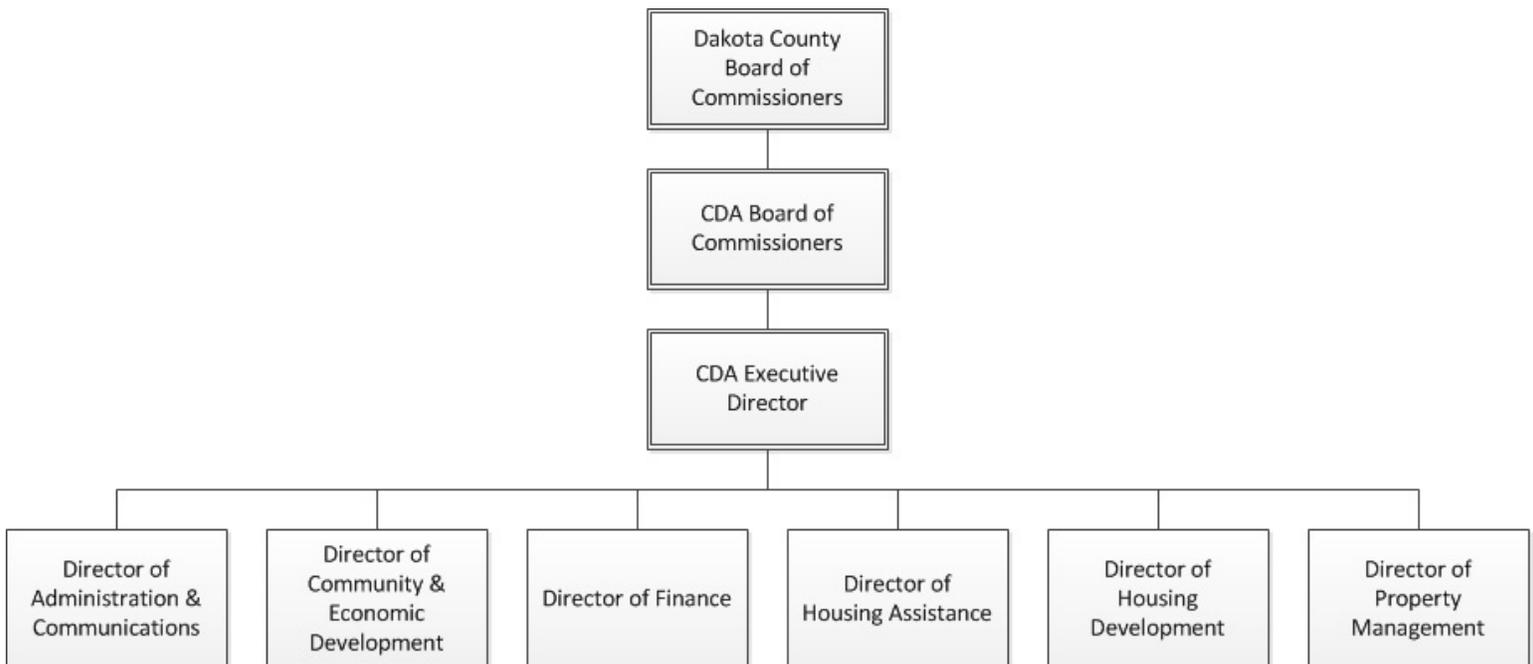
Dakota County has a strong tradition of community collaboration that has produced a high-quality of life for its residents with excellent school systems, exemplary parks and libraries, high-quality public services, and a vibrant business climate.



CDA Organizational Structure

The CDA's Board of Commissioners is comprised of the elected Dakota County Commissioners. The Board directs and sets policies for programs that further the agency's mission to improve the lives of Dakota County residents through affordable housing and community development.

The Executive Director reports directly to the Board of Commissioners and oversees six departments: Administration & Communications, Community & Economic Development, Finance, Housing Assistance, Housing Development and Property Management. The CDA currently has 77 full-time employees and 79 part-time employees (which are mostly resident caretakers residing in CDA owned housing).



CDA Programs

The CDA administers over 30 programs and works with local, state and federal agencies to create affordable housing opportunities and strengthen Dakota County communities.

Through its housing portfolio, the CDA serves low- to moderate-income households. Properties are managed and maintained by the agency's Property Management Department.

Senior Housing

In response to a decrease in federal funding resources to develop affordable housing for seniors, the CDA created the Senior Housing Development Program that has grown to be one of the largest locally funded initiative in the nation.

To date, the CDA has opened 27 buildings serving over 1,700 seniors age 55+. The 28th building will open by summer 2016 and construction will begin on the 29th building in spring 2016. Plans to continue expansion of this program will be discussed next year during the agency's strategic planning update.



Workforce Housing

The CDA partners with private investors to form public-private limited partnerships to syndicate Low Income Housing Tax Credits to help fund the construction of affordable townhome units for working families.



Since 1990, the CDA has constructed 23 townhome developments that serve 774 families. One additional development will begin construction in spring 2016.

Plans to continue to expand this program will also be discussed during the CDA's next strategic planning update.

Youth Supportive Housing

Lincoln Place is a supportive housing development for young adults (age 18-24) who are homeless or have experienced homelessness. Residents receive case management support from The Link.



Public Housing

Units in the CDA's public housing portfolio consist of 243 scattered site family units (single family homes, duplexes and four-plexes) and one 80 unit apartment building. These properties were the first housing units to be owned by the CDA. The agency receives federal funding to make capital improvements to the properties to modernize and upgrade the units. Additionally, in 2015, the CDA was awarded funding from Minnesota Housing through the Publicly Owned Housing Program to make improvements to 24 scattered site units.

Housing Choice Voucher Program

Utilizing the existing private rental market, the Housing Choice Voucher Program allows households to obtain decent, safe and sanitary housing that they otherwise could not afford. Program participants pay a minimum of 30% of their monthly adjusted income toward rent. The voucher provides the rental assistance which is the difference between the participant's portion and the contract rent.

The CDA works with over 600 landlords in Dakota County through this federally funded program that serves over 2,200 households. The CDA is currently in discussions with the South St. Paul Housing and Redevelopment Authority to transfer their annual allocation contract of vouchers to the CDA's program. Transfer is anticipated to be effective January 1, 2016. This will add 302 vouchers to the CDA's allocation.

CDA Programs

Small Rental Assistance Programs

The CDA's Housing Assistance Department administers several small rental assistance programs that serve specific populations. The CDA is in discussions with the South St. Paul Housing and Redevelopment Authority to transfer a few state funded rental assistance programs to the CDA. Current small rental assistance programs include:

Bridges - serves persons with chronic and persistent mental illness.

Family Unification Program - designed to increase the housing resources of child welfare families to prevent the separation of children from their parents because of inadequate housing, to ease the transition to adulthood for youth aging out of foster care, and to facilitate and expedite access to housing and supportive services through agency collaboration.

Continuum of Care - provides rent assistance, in connection with supportive services, to homeless persons with disabilities.

Veterans Affairs Supportive Housing - provides long-term case management, supportive services and permanent housing support for chronically homeless Veterans.

Homebuyer & Homeowner Resources

The CDA helps homebuyers and homeowners in Dakota County through a variety of programs including:

First Time Homebuyer Loans - Since 1983, the CDA has provided loans to first time homebuyers. Financing for the program has been in the form of selling single-family mortgage revenue bonds and in recent years offering mortgage credit certificates paired with first mortgages sold in the secondary market. In addition to first mortgage financing, up to \$10,000 in downpayment and closing cost assistance is available for buyers accessing the CDA's First Time Homebuyer loans.

Home Improvement Loans - assists low- and moderate-income homeowners with making repairs and improvements to their homes. Loans are 0% interest and payment is due when the home is sold or is no longer the primary residence of the homeowner.

Home Stretch® Homebuyer Education - these monthly workshops teach homebuyers about the entire homebuying process and responsibilities of homeownership.

Pre-Purchase Counseling - free individual counseling for homebuyers to assist in creating a plan to become successful homeowners.

Mortgage Foreclosure Counseling - as a U.S. Department of Housing and Urban Development approved housing counseling agency, the CDA has been providing support for homeowners facing foreclosure in Dakota County since 2003.

Refinance Counseling - provides individual counselling sessions to compare a homeowner's current mortgage against a potential refinanced mortgage.

Weatherization Assistance - provides grants to income qualified homeowners to help make their home more energy efficient. In 2015, the CDA expanded its jurisdiction for this program to service Carver and Scott counties.

Encouraging Development

The CDA has been providing financing for developers of affordable housing since 1998 to help create or preserve affordable and mixed-income housing, mixed-use development, redevelopment initiatives, housing rehabilitation, senior housing, and special needs housing.

Through its housing finance authority, the agency has the ability to competitively award Multifamily Housing Revenue Bonds and Low Income Housing Tax Credits. Gap financing tools include the Dakota County Housing Opportunities Enhancement Program (HOPE), federal HOME Investment Partnership Program, and Tax Increment Financing.

Revitalizing Dakota County

The CDA works closely with Dakota County cities and townships to revitalize and rejuvenate communities in a variety of ways. Utilizing the county's Community Development Block Grant entitlement and other local resources, the CDA has helped with the acquisition of property, community planning, economic development, public facilities, public services, and relocation.

CDA Executive Director

Leadership Statement

The CDA's next Executive Director will be an approachable, inclusive collaborator and team builder with impeccable integrity. The ideal candidate will be a motivator and visionary who can anticipate issues and move strategically to solve them. They will be community oriented with a desire to involve all stakeholders of the CDA, building a culture of engagement. The new Executive Director will also be an agile leader with the ability to make tough independent decisions at times, while understanding the need to delegate and be flexible.

Job Description

The CDA's Executive Director serves as the agency's Chief Executive Officer providing leadership and strategic direction to improve the lives of Dakota County residents through affordable housing and community development. Top-line responsibility for all CDA operations, programs and staff. Develops and implements strategies to accomplish the goals, priorities and policies set by the CDA Board of Commissioners. Leads the agency's management team to achieve excellence in delivery of services and management of local, state and federal programs. Partners with agency stakeholders to develop innovative ways to address community development, economic development, and housing needs of Dakota County.

Duties & Responsibilities

- Develops and implements long- and short-range strategic, staffing and financial plans to guarantee that agency programs and activities support the CDA's mission and are operated in accordance with applicable laws, regulations, policies and procedures.
- Manages the administration of all CDA programs and initiatives and evaluates program performance to recommend/take corrective action where necessary.
- Presents programmatic issues, recommendations, initiatives, and legislative proposals to the CDA and County Boards of Commissioners.
- Hires, directs, monitors and evaluates the performance of department directors; administers disciplinary action, as needed, up to and including termination of employment.
- Oversees agency financial and programmatic plans and evaluates their effectiveness.
- Forms effective and positive relationships with local, state and federal stakeholders.
- Keeps the CDA Board of Commissioners apprised of agency program and initiative performance by analyzing budget and financial statements and making regular reports concerning program performance, fiscal and other matters of importance to the Board.
- Collaborates with Dakota County leadership to explore opportunities for innovation, partnership, and efficient delivery of programs and services to Dakota County citizens.
- Participates in the recruitment and selection of assistant department directors and other senior key staff throughout the organization.
- Represents the organization internally and externally to public and private entities as appropriate.
- Other duties as assigned by the CDA Board of Commissioners.

NOTE: This list of duties and responsibilities does not include all possible tasks required of this position.

Knowledge, Skills & Abilities:

LEADERSHIP

- Inspires others to achieve results.
- Organizes, directs and coordinates the work of professional staff.
- Supports and encourages employees in fully developing their knowledge, skills and abilities.
- Makes well-considered decisions and takes appropriate action.
- Works effectively and professionally with policy-makers and Board members to convey and implement Board decisions within the organization.

MANAGERIAL

- Analyzes program needs and prepares long-range and strategic responses to meet these needs.
- Analyzes, prepares and manages comprehensive department, agency and limited partnership budgets.
- Analyzes and optimizes processes to meet customer requirements within resource constraints.

ORGANIZATION KNOWLEDGE AND STRATEGY

- Creates and supports effective working relationships and partnerships within and among departments, Dakota County and agency stakeholders.
- Identifies and effectively responds to changing customer needs, interests and requirements.

First Year Priorities

- Build a strong relationship with the CDA Board and staff.
- Gain a strong understanding of needs of Dakota County communities.
- Establish/reestablish relationships with County, Regional and State agencies and staff people throughout the County.
- Hold a strategic planning session with the Board and key stakeholders.
- Enhance the positive workplace culture within the organization and continue to build employee morale.
- Review staffing levels to ensure appropriate levels.

COMMUNICATIONS/INTERPERSONAL RELATIONS

- Effectively presents analysis and recommendations through verbal and written communications.
- Has ability to build and maintain positive working relationships with others including, but not limited to, the U.S. Department of Housing and Urban Development, Minnesota Department of Employment and Economic Development, Minnesota Housing Finance Agency, Minnesota Housing Partnership, Family Housing Fund, GREATER MSP, Dakota County cities and townships, private and non-profit housing developers, financial institutions, industry professional organizations, etc.
- Effectively conducts meetings and public forums.

ANALYTICAL THINKING

- Ability to plan, implement and evaluate programs, systems, policies and procedures.
- Ability to establish objectives and performance measures as well as communicate, support and evaluate the achievement of those objectives and measures.

TECHNICAL SKILL

- Comprehensive understanding of principles, techniques and laws related to the community development, economic development and housing fields.
- Working knowledge of computers and computer applications.

- Become familiar with CDA staff and programs to develop an understanding of what is being done well and what challenges are present.
- Develop an understanding of the market and how to maintain the positive reputation of the CDA and the quality housing provided.
- Develop a process to define the economic development role of the CDA.
- Develop formal capital improvement program using existing general fund balances.
- Evaluate the need for technology improvements and enhancements.
- Explore options to enhance countywide broadband capability.

Education & Experience Requirements

Minimum Qualifications:

- Master's degree in Business Administration, Public Administration or a field related to economic development, community development or housing OR a Bachelor's degree in a related field plus five years of experience with significant administration responsibilities in the public sector and/or functional areas of the CDA.
- Minimum of five years of advanced experience supervising professional staff OR an equivalent combination of education and experience.

Preferred experience beyond minimum qualifications:

- Knowledge of local, state and federal programs such as Community Development Block Grant, Tax Increment Financing, HOME, Housing Tax Credits, Housing Choice Voucher Program, Public Housing, and other programs utilized by the CDA.
- Knowledge of state and federal legislative process.

Compensation and Benefits

Hiring range for this position is \$130,000 - \$150,000. The CDA offers a competitive benefits package that includes: life insurance; long-term disability; flex leave (combined sick and vacation); and retirement plan (NOTE: the CDA contributes to the retirement plan in lieu of Social Security). Additional optional benefits include: medical, dental and vision insurance; elective life insurance; short-term disability; deferred compensation; flex spending accounts (medical and dependent care); post employment health care savings plan; and tuition reimbursement.

Application Process

To be considered for this exceptional career opportunity, please email resume and letter of interest with five references to CDA@brimgroup.com by 10/16/15. Finalists will be selected on November 9. Final interviews are scheduled for December 10/11.

Please direct questions to Richard Fursman at richardfursman@gmail.com or 651-338-2533. For additional information about the CDA, please visit www.dakotacda.org.