As a collaborative of congregations united in action, we create homes and advance equitable housing.

Director of New Projects

The Organization

Beacon Interfaith Housing Collaborative is committed to ending homelessness. We are a collaborative of congregations working to build affordable and supportive housing, shelter families, and advocate for public and private resources to ensure that everyone in our community has a home. Beacon is a unique organization – an experienced non-profit housing developer that leverages the power of congregations to create the public will needed to build and sustain affordable housing.

The Beacon office is located on University Ave & 280 (along the Central Corridor line), convenient to both Minneapolis and St. Paul. For more information, check out www.beaconinterfaith.org.

The Position

The Director of New Projects is a senior level leadership position which drives new housing development with a particular focus on the development of supportive housing. In conjunction with the Executive Director, this position will help position Beacon as a thought leader in supportive housing in Minnesota and nationally.

As an interfaith collaborative of congregations, Beacon has a unique model of congregational engagement in visioning new housing and building the community support and political will to make new homes happen. This position will collaborate extensively with the Executive Director and the Director of Advancement and Congregational Engagement to integrate technical expertise and responsibilities into a congregational organizing model.

The Director of New Projects is responsible for the oversight of all housing development; including real estate acquisition, feasibility analysis, financing and construction. Since many of our new developments are supportive housing, the Director of New Projects is also responsible for the oversight of the development of new supportive services partnerships and initial funding for services and rental assistance.

The Director of New Projects is a member of the senior leadership team and thereby contributes to the overall management and strategic direction of the organization in order to successfully carry out our mission. As a key member of the leadership team, this position will work with the Executive Director and other management staff to develop the annual and long-term goals for the organization. The Director integrates the New Projects department with other departments to meet organizational goals.

www.beaconinterfaith.org/careers

@BelieveInHome
This full-time position reports to the Executive Director and is eligible for health benefits, retirement plan, and paid-time off.

**Duties and Responsibilities**

**Strategic Leadership**
- Participate in the development and implementation of strategic planning for the department and organization as a whole. Develop annual goals for the department under the strategic framework.
- Maintain a working knowledge of significant developments and trends in the field.
- Ensure multi-year planning and prioritization of resources to meet goals.
- Ensure adequate staffing through planning for staff capacity and the development of resources to implement the plans.
- Facilitate committee and board decision-making on project approvals and risk assessments.

**Staff Supervision**
- Build and maintain a stable high performing staff team.
- Define clear staff roles and responsibilities and prioritize work assignments to achieve departmental goals.
- Hire, evaluate and terminate staff according to organizational policies and procedures.
- Ensure that staff receive adequate training and professional development.
- Promote a positive working environment through team building and employee appreciation.

**Housing Development Oversight**
- Establish housing development goals and metrics.
- Manage the predevelopment fund and external financing to ensure adequate working capital.
- Coordinate the input and participation of the senior leadership team in project development as appropriate.
- Manage a pipeline of projects to ensure a successful rate of initiation and completion of projects.
- Manage all aspects of the housing development process to ensure timely and cost-effective development of quality housing.
- Manage relationships with funders, lenders, and government bodies to reach production goals.

**Supportive Housing Development**
- Assess the feasibility and risk of new supportive housing projects and develop strategies to mitigate risks.
- Coordinate the development of supportive services partnerships and funding for new supportive housing developments.
- Collaborate with the Director of Housing & Shelter Operations to ensure coordinated efforts in service partnership goals and outcomes.
- Research best practices, new funding sources, and emerging trends locally and nationally to contribute to the development of the expertise of Beacon as a housing organization, particularly in supportive housing.

[www.beaconinterfaith.org/careers](http://www.beaconinterfaith.org/careers)

[@BelieveInHome](https://www.twitter.com/BeaconInHome)
Engagement of the collaborative of congregations

- Participate with the department of Advancement and Congregational Engagement to develop effective strategies and approaches to involve our collaborative of congregations to meet our organizational mission and annual goals.
- Participate in the decision-making process of the collaborative to create a vision for a feasible affordable housing development with broad congregational and community support.
- Participate in the strategy planning that identifies the policy and funding campaign role that the collaborative will lead in specific housing developments.
- Participate in the training and strategy that identifies public policy and funding campaigns that the collaborative will take action on.

All employees are expected to:

- Develop & maintain productive, positive working relationships with other staff members.
- Maintain a level of flexibility with all staff, offering assistance to others as appropriate.
- Work effectively and respectfully with individuals without regard to race, color, creed, religion, national origin, marital status, political affiliation, sexual orientation, gender identity, status with regard to public assistance, membership or activity in a local commission, disability, sex and/or age.
- Work within organizational policies, governmental regulations, and the law.
- Perform other tasks, responsibilities, and projects as assigned or directed.

Qualifications

- Progressive leadership experience in non-profit management of 7+ years, with a preference for senior leadership experience
- Demonstrated capacity for strategic thinking and long range planning
- Experience and knowledge of multi-family housing development
- Knowledge of homelessness and housing services and systems
- Experience in cross-departmental coordination
- Interest in developing the power and capacity of our collaborative of congregations
- Demonstrated strong networking and public relations skills
- Demonstrated ability to efficiently organize, coordinate, track and complete multiple tasks as well as adjust to changing priorities
- BA or higher degree in related field

If you are excited about being part of an organization with a big goal and collaborative spirit, learn more about Beacon and this position at [www.beaconinterfaith.org](http://www.beaconinterfaith.org). Please submit a resume with cover letter and salary requirements to HR@beaconinterfaith.org.

Beacon is an Equal Opportunity Employer.

[www.beaconinterfaith.org/careers](http://www.beaconinterfaith.org/careers)

@BelieveInHome