

Career Opportunity

Dallas Program Office Director



At Enterprise, we create opportunity for low- and moderate-income people through fit, affordable housing and diverse, thriving communities. Central to our mission is Enterprise's fundamental commitment to give people living in poverty an opportunity to move up and out. Our award-winning Green Communities initiative reflects a targeted focus on expanding the health, economic and environmental benefits of sustainable development.

Enterprise is a leading provider of the development capital and expertise it takes to create decent, affordable homes and rebuild communities. For more than 25 years, Enterprise has raised and invested more than \$10 billion to produce more than a quarter million affordable homes across the nation. In 2009, *Fast Company* magazine named us "The Social Enterprise of the Year."

LOCATION: Dallas, TX

JOB SUMMARY

The Dallas Program Office Director oversees a growing Enterprise program in Dallas and the broader Texas market. The Director has overall responsibility for effectively operating the Enterprise office in Dallas and positively managing relationships with key stakeholders, funders, and partners. S/he manages the Dallas staff team and works closely with other Enterprise staff across all business lines to bring all Enterprise resources to bear in the local market. The Director leads efforts to expand Enterprise's programmatic presence in the market in ways that advance Enterprise's national strategic plan goals. The position reports to the West Region Executive.

KEY RESPONSIBILITIES

- Manage current Enterprise programs focused on homeownership development and foreclosure response and supervise a nine-person staff.
 - Identify new opportunities consistent with Enterprise's mission and the national strategic plan and develop innovative programs and capital resources to address needs and grow Enterprise's presence throughout the market area.
 - Actively collaborate with Enterprise entities to proactively identify new opportunities to market Enterprise's full range of products.
- Act as the primary relationship manager for local and state government partners in the market.
 - Develop and cultivate new opportunities for philanthropic capital that serves market needs.
 - Coordinate with national Enterprise colleagues on resource development and funder relationship management.
 - Coordinate with national Enterprise colleagues to pursue media and communications opportunities that generate visibility.
 - Support the achievement of Enterprise's public policy goals in the market.
 - Manage Enterprise revenue and expenses for the market, including completion of annual plans and budgets.
 - Serve as a spokesperson for the office, both internally and externally.

QUALIFICATIONS

- Minimum of ten years of experience in relevant community development, public policy, government, banking and finance, nonprofit, or real estate development experience.
- Experience in the low-income affordable housing sector and understanding of multifamily rental housing development is highly desired.
- Undergraduate degree required. Master's degree in business, public policy, economics, urban planning or real estate is strongly desired.
- Ability to effectively market all of Enterprise's products, programs and activities to potential customers.
- Demonstrated track record of efficient use of fiscal resources.
- Ability to manage multiple projects and assignments, meet tight deadlines, coordinate and communicate effectively among widely-dispersed parties and cultivate new relationships.
- Familiarity with federal, state and local community development programs, and private resources available for community development, including funding for special needs populations, specific knowledge of housing development and finance, including low-income housing tax credits, and property management, preferred.
- Ability to work effectively in a diversity-based environment with a wide range of community-based organizations and low-income persons, public officials, private sector lenders and community leaders in a team-based approach.
- Working knowledge of local and state-wide housing markets and conditions.

To apply *or* for further information, visit:

Our careers website to apply online:

<http://www.careers.enterprisecommunity.org>