



## DEVELOPMENT SPECIALIST

The Mid-Ohio Regional Planning Commission (MORPC) is seeking a reliable, motivated individual for a professional position of Development Specialist in the Housing & Community Services Department. This individual will be responsible for the preparation of various types of documents for housing purposes; assists with the development, implementation and monitoring of various programs and projects; coordinates efforts with other positions for assigned projects including single-family rehab loan/grant programs, and participation in special projects as needed.

This position is also responsible for taking and processing applications to approval stage for housing loan/grant programs including programs in Columbus, Franklin County and other central Ohio communities. This individual will prepare bid documents; coordinate and administer closings of loans/grants; assist with the preparation and submission of project applications and grants; assist in financial management of grants including CHIP programs and preparing status reports including reports to ODOD. Works closely with applicants and contractors and establishes complete and orderly files on programs, projects and individual cases as assigned.

Familiarity with broad range of activities associated with community development and affordable housing development in a nonprofit environment. **CHIP experience preferred.** Homeownership counseling certification or knowledge preferred. Knowledge of loan processing, grant writing, program development, planning methods, HUD, HOME and CDBG programs required.

Individual must have the ability to interpret federal, state, and local regulations and policies. Must have the ability to establish professional rapport with government and private sector officials, work and make decisions independently or in a team setting. Individual must possess excellent verbal and written communication skills and be organized to handle large volumes of paperwork with attention to detail. Individual must have excellent time management skills and maintain high professional standards. Must have a valid Ohio Driver's license, good driving record and be willing to use agency vehicle or personal vehicle with mileage reimbursement to conduct agency business. Must be willing to travel to work in communities within the region up to 100 miles distance from MORPC. Must be willing to work occasional evening and Saturday hours.

A combination of six years of college level education and experience in a field related to the specific program area such as affordable development. Computer literacy with Microsoft Office software, experience with Word and Excel is required. Knowledge of HUD housing program regulations, loan processing, bookkeeping or practices in affordable housing or residential real estate finance is required.

Salary mid 30's plus excellent benefits. MORPC is an EOE/AAP employer. Submit resume to: MORPC, 111 Liberty St., Suite 100, Columbus, OH 43215, **Attn: HW-3-11**. For immediate consideration forward you resume to [dmurphy@morpc.org](mailto:dmurphy@morpc.org) or visit website [www.morpc.org](http://www.morpc.org).