

METROPOLITAN  
DEVELOPMENT AND  
HOUSING AGENCY

INVITES YOUR INTEREST  
IN THE POSITION OF

DIRECTOR  
OF  
HOUSING

NASHVILLE, TENNESSEE





# THE CITY

NASHVILLE IS THE CAPITOL OF TENNESSEE AND HOME TO APPROXIMATELY 700,000 PEOPLE.

Nashville is one of the most vibrant and thriving cities in the United States. Known as Music City and the Athens of the South, Nashville has a creative culture, diverse economy, modest cost of living and a plethora of entertainment options. The area has experienced significant population and economic growth over the past decade and is well-positioned for future success.

The Nashville area has more than 600 arts, culture and humanities destinations, including dozens of live music venues, world-class museums and the Nashville Zoo. The many parks and lakes in the Nashville region provide ample opportunities to take advantage of Nashville's pleasant climate. The area is home to three major-league sports teams; Tennessee Titans (NFL), Nashville Predators (NHL) and Nashville SC (MLS), a Triple-A baseball team and great college and high school sports. Cultural diversity, unique neighborhoods, a variety of industries and a thriving creative community make Nashville among the nation's best locations for relocating.

Davidson County is in the heart of the 10-county Nashville region, which approximately 1.9 million people and 40,000 businesses call home. Over the past decade, the Nashville region has consistently ranked among the top five regions in the U.S. for job growth and economic development. In addition to state and local government, the largest industries in the Nashville region include health care, hospitality, automotive, financial services and music. Many corporate headquarter giants call Nashville home, including Nissan North America, Bridgestone Americas, Dollar General, HCA Healthcare, and AllianceBernstein. Other world-class companies like Amazon, EY, Lyft, Philips and UBS have a significant corporate presence in the city.

Nashville has a highly-educated and diverse population. There are approximately 20 colleges and universities with a total enrollment of more than 120,000 students located in the Nashville region. Approximately 160,000 residents have graduate or professional degrees. The foreign-born population in Nashville has more than doubled over the past decade and now makes up more than 12% of the overall population. More than 140 languages are spoken in Metro Nashville Public Schools and Nashville is home to the largest Kurdish population in the U.S. Many immigrants have been drawn to the area by the substantial foreign direct investment in the area. The more than 300 foreign-owned companies employ approximately 50,000 people in the Nashville region.

Nashville also benefits from its central location. Approximately half of the U.S. population lives within a two-hour flight or one-day drive. Nashville International Airport is one of the fastest growing airports in the U.S. and has nonstop flights to 75 markets. Three interstates converge in Nashville and Tennessee borders eight states providing connectivity across the southeast.

Nashville is a great place to live and work.

# THE AGENCY

THE METROPOLITAN DEVELOPMENT AND HOUSING AGENCY (MDHA) IS THE PUBLIC HOUSING AUTHORITY FOR NASHVILLE AND DAVIDSON COUNTY.

The Agency is recognized by the U.S. Department of Housing and Urban Development (HUD) as a high-performing public housing authority. It is also a local development agency, having served as the developer of several projects for the Agency and the city of Nashville including Nissan Stadium (the home of the Tennessee Titans), Bridgestone Arena and the downtown and regional libraries.

Since 1938, MDHA has been committed to building and preserving affordable housing in Nashville and Davidson County. The Agency currently provides housing assistance to more than 13,000 families primarily through Project-Based Rental Assistance (PBRA) and Section 8 vouchers.

MDHA recently converted its entire Section 9 Public Housing to PBRA under HUD's Rental Assistance Demonstration (RAD) program. Repositioning through RAD allows MDHA to hold the declaration of trust on its properties and gives the Agency authority to mortgage it to make much-needed capital improvements and rebuild its seven aging family properties through a planning model known as "Envision."

The Envision process began in 2013 with Cayce Place, MDHA's largest subsidized community. Envision Cayce is MDHA's plan to transform Cayce Place into a mixed-income, mixed-use community and ensures a one-for-one replacement of all current subsidized apartments, while adding new affordable, workforce and market-rate housing. As of spring 2021, MDHA has successfully completed 463 new mixed-income apartments, and an additional 40 apartments are currently under construction.

Envision is also underway at two sister family properties and a third family property.

MDHA's Community Development Department administers HUD funded Community Planning and Development (CPD) programs on behalf of Metro Nashville and Davidson County. The department also serves as the lead applicant for the Continuum of Care (COC) and is the lead agency for the Nashville Promise Zone initiative.

MDHA's Urban Development Department processes Payment In Lieu of Taxes (PILOT) for affordable housing, administers 12 Redevelopment Districts and manages Tax Increment Financing (TIF).

The Agency is governed by a seven-member Board of Commissioners appointed by the Mayor and confirmed by Metro Council. It is a government agency predominately funded by the federal government and chartered by the state to serve Davidson County.

MDHA has an annual operating revenue of more than \$125 million and employs more than 300 staff.



# THE POSITION

## DIRECTOR OF HOUSING

### ROLE SUMMARY

The Director of Housing is responsible for leading the property management operations and administration of a diverse portfolio of 6,300 units across 23 multifamily housing properties. This leader will direct the activities of 230 employees and manage a \$55 million budget for a portfolio of PBRA, Low-Income Housing Tax Credits (LIHTC), HOME Investment Partnerships Program funded (HOME), workforce, mixed-income and market-rate properties. The Director of Housing will meet or exceed portfolio financial, regulatory and strategic goals.

### ESSENTIAL ROLES AND RESPONSIBILITIES

#### QUALIFICATIONS AND REQUIREMENTS

- Master's degree in public administration, business administration or a related area, plus eight (8) years of advanced experience administering programs of affordable housing and mixed-income property management, or other federal or private housing programs; or a combination of education and work experience that meets the knowledge, skills and abilities required for this position;
- Knowledge of the principles and practices of PBRA, mixed-income, LIHTC, HOME and market-rate housing;
- Knowledge of federal, state and local laws and regulations governing housing and rental operations;
- Knowledge of general accounting, budgeting and procurement policies and procedures;
- Excellent management, leadership and interpersonal skills to build high performing work teams;
- Solid analytical skills applied to business and fiscal data;
- Ability to communicate effectively, orally and in writing;
- Ability to establish working relationships with property managers, service partners and community leaders;
- Knowledge of the Nashville affordable housing and rental market;
- Ability to strategically plan and develop programs and services for all types of rental markets and customers;
- Must be detail-oriented and can create processes and procedures;
- Ability to analytically solve problems, make sound judgments and exercise good decision making;
- Willingness, mental and physical ability to perform the duties involved in this classification;
- Ability to perform work with or without an accommodation that requires sitting, standing and walking, dexterity of hands and clarity of vision, speech and hearing and powers of observation;
- Other physical duties as needed.



### PRIMARY RESPONSIBILITIES

- Ensures all properties, programs and services meet established goals and guidelines and maintain the financial health of each property;
- Evaluates and reviews each property's occupancy and leasing performance in compliance with specified plans and budgets;
- Evaluates and reviews each property's maintenance and procurement performance in compliance with established goals and budgets;
- Recommends and develops strategies to assure properties provide maximum housing benefits and deliver services within established budgets and guidelines;
- Creates reports and updates the executive director on departmental performance;
- Directs security programs to maintain resident health and safety;
- Develops strategies to ensure compliance with maintenance, management and resident standards and ensures "high" performance on physical inspections and management audits;
- Monitors capital improvement, procurement guidelines and maintenance operations;
- Keeps the Agency abreast of changes in applicable HUD, state and local laws regarding affordable housing;
- Oversees the development and revision to the property management policies and practices, including but not limited to admissions, transfers, leasing, occupancy standards and guidelines, customer service and relations and maintenance activities;
- Coordinates the efforts to address resident social service needs and tenant relations;
- Coordinates property management operations to ensure smooth and cost-effective operations;
- Recommends and prioritizes capital improvements activities and participates in the capital improvement planning process;
- Establishes and maintains a relationship with governmental agencies and community partners to promote and develop business operations;
- Manages the property annual and mid-year budgets process and sets departmental expectations and performance levels;
- Monitors property financial operation and identifies significant deviation from budgets and financial goals, and takes appropriate actions to address deviation of 5%;
- Recommends and implements measures to improve economic and management performance of each property;
- Leads, develops and manages a staff of 230 employees to successfully achieve the department operational goals and mission;
- Other duties as assigned.

THE MISSION OF MDHA IS TO  
CREATE AFFORDABLE  
HOUSING OPPORTUNITIES,  
SUPPORT NEIGHBORHOODS,  
STRENGTHEN COMMUNITIES  
AND HELP BUILD A GREATER  
NASHVILLE.



Apply at [www.Nashville-MDHA.org](http://www.Nashville-MDHA.org). Upon reviewing all applications submitted for job openings, the Human Resources Office will notify those applicants who are selected for personal interviews. Applicants selected for a position must successfully pass a pre-hire physical examination and drug screen in order to be hired. MDHA is certified by the State of Tennessee as a Drug-Free Workplace.

[www.Nashville-MDHA.org](http://www.Nashville-MDHA.org)



@nashvillemdha

Metropolitan Development and Housing Agency  
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MDHA IS AN EQUAL OPPORTUNITY EMPLOYER AND HIRES REGARDLESS OF RACE, COLOR, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, AGE, RELIGION, AND DISABILITY, GENETIC INFORMATION OR ANY OTHER LEGALLY PROTECTED STATUS.