



CHOICE NEIGHBORHOOD DIRECTOR POSITION DESCRIPTION

The Housing Authority of the City of Birmingham (HABD) and the City of Birmingham collaborated with public/private partners to receive the first \$50M Choice Neighborhood Implementation grant in the state of Alabama. This is a once in a generation opportunity for a strategic leader to orchestrate the team that will transform the lives of public housing residents living at Smithfield Court and the quality of life in the Smithfield-College Hills-Graymont community. Working with local and national experts, Birmingham's Choice Neighborhood Director will design a program that will serve as a regional and national model for revitalization of distressed communities. Join the Birmingham team that is focused on place-based, signature redevelopment. Mayor Randall Woodfin's mantra is Putting People First and HABD's mission is to provide the highest standard of affordable housing while fostering vibrant, inclusive communities and serving as a catalyst for opportunity. Visit smithfieldchoice.org for additional background information.

Summary

The Birmingham Choice Neighborhood Implementation (CNI) Director is responsible for the detailed management and implementation oversight of Birmingham's Choice Neighborhood initiatives, including successful and intentional completion of the Housing Plan, Critical Community Improvements (CCI) plan, and the People Plan. The Birmingham CNI Director will also be responsible for identifying and sustaining strategic partnerships, managing consultants and seeking investment and funding opportunities that will enhance the economic prosperity of the residents and neighborhoods within the area that includes Smithfield Court, the target public housing site and the transformation area, Smithfield-College Hills-Graymont.

The Housing Authority of the Birmingham District (HABD) and City of Birmingham (COB), as Grantee and Co-Grantee, respectively, oversee all aspects of the implementation of the Choice Neighborhood Implementation grant. As grant and project manager, HABD coordinates all SCG Choice activities. The City of Birmingham (represented guidance, and leadership to the development of the SCG Choice Initiatives. The City is also the Neighborhood Implementation lead. HABD and COB work hand-in-hand to oversee implementation of the grant and ensure the vision of the respective organizations is fully represented by the implementation leads. The CNI Director will report to the HABD's Chief Executive Officer (CEO) and the City of Birmingham's Director of Community Development who together will provide overall strategic oversight and general supervision. Specifically, the CNI Director will be an employee of HABD and administratively and operationally supported by HABD.

The CNI Director will oversee the alignment of the day-to-day housing, neighborhood, and people strategy activities associated with Birmingham's Choice Neighborhood initiatives including, but not limited to work on the following: developing replacement housing and affordable and mixed-income apartments, connecting residents with programs and support networks, bridging the digital divide and addressing challenges with literacy, providing access to healthy foods, developing the early childhood learning center and Social Innovation Center and further refinements to the workforce development components and key neighborhood recreational areas, strategic placement of community art, and implementing a homeowner and commercial façade improvement program. [Key CNI partners](#) in these initiatives include the City of Birmingham, UAB, United Way, neighborhood residents, property and business owners, City departments, elected and appointed officials, church leaders, service providers, nonprofit and for-profit developers, and educational institutions. Also, among the CNI Director's core responsibilities will be monitoring the grant process, completing data reporting, and submitting required progress reports. The

position description provides detailed essential duties, responsibilities as well as education and experience requirements for the CNI Director.

To learn more about Birmingham's Choice Neighborhood Initiatives, please visit the Birmingham Choice website: smithfieldchoice.org; also visit [HABD's](#) and the [City's](#) websites.

HOW TO APPLY

To apply, please submit a resume and a letter of interest that addresses the areas below:

- How your skills, experience and/or relationships would support the Birmingham CNI grant.
- Describe any previous participation in Choice Neighborhood efforts or other community revitalization efforts.
- Describe previous roles and/or relationships with City government agencies or programs.

If applicable, a portfolio of relevant projects to include the name and location of the project, number of units, affordability mix, developers, and your role in the development. Please include any relevant pictures associated with the project.

For consideration resumes, letters of interest, and other relevant material should be emailed to applynow@amjhrsolutions.org before **Friday, March 1, 2024**. All submissions will be reviewed with outstanding candidates forwarded for further consideration.



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Essential Duties and Responsibilities

- Implement the goals and objectives, develop and track the implementation schedule and oversee the program budgets, while advancing all components of the Birmingham's Choice Neighborhood Initiatives.
- Work closely with the HABD and the City team to lead community-based organizations, stakeholders, public and private partners, and philanthropic organizations to strategically coordinate the programs and investments in the Smithfield-College Hills-Graymont CNI transformation area.
- Coordinate with each lead partner through a collaborative process for addressing issues of neighborhood housing quality, public safety, economic development, small business development financing, neighborhood development reviews, and potential community displacement impacts.
- Coordinate the services and activities of key implementation entities to impact the neighborhood in an effort to efficiently and effectively advance revitalization efforts.
- Develop and administer new programs and policies in order to accomplish a shared, strategic vision for transformative development.
- Assist in leveraging available federal, state, local, and private funds to support integrated strategic investment for Birmingham's Choice Neighborhood Initiatives.
- Coordinate with the HABD, the City and the Birmingham Police Department regarding the community safety initiatives targeted to the Smithfield-College Hills-Graymont CNI transformation area. Facilitate the development and execution of crime prevention and public safety strategies with the appropriate local, state, and federal offices to combat crime reduction as part of this place-based strategy.
- Through collaboration with key partners, ensure that Birmingham's Choice Neighborhood Initiatives are being implemented in a timely manner, meet with partners and stakeholders to meet requirements, and ensure adherence to the HUD CNI Grant Agreement and all other agreements.
- Anticipate potential challenges in the execution of Birmingham's Choice Neighborhood Initiatives and prepare and execute revised plans to ensure the agreed-upon program outcomes are achieved.
- Assist with neighborhood business retention and outreach, establish a neighborhood-wide crime watch program, formulate a neighborhood code enforcement taskforce, facilitate programming for technical skill development, and program enhanced cultural and recreational services within the defined neighborhood
- Play a key role in providing analysis and recommendations for projects eligible to be funded with the Birmingham CNI Funding and leveraged funds.
- Develop detailed work plans and program budgets, including identifying and utilizing outside funding sources to implement program objectives consistent with Birmingham's Choice Neighborhood initiatives. Report on progress toward meeting work plan goals and budget.
- Collect and analyze data, working with Lead Evaluation Partner - UAB Lister Hill, to plan, track, and monitor ongoing improvement of Birmingham's Choice Neighborhood initiatives. Complete all reporting required by HUD, HABD, and the City of Birmingham.
- Ensure contract compliance with all HUD, Federal, State, and Local Government laws, regulations, policies, and procedures.

- Serve as liaison between the Choice Neighborhood program stakeholders and the HABD Neighborhood Community leaders in the implementation of the CNI Plan objectives, as outlined in the Birmingham Choice Neighborhood Implementation Grant application.
- Serve as an advocate for the HABD, the City and Smithfield-College Hills-Graymont community regarding all aspects of the CNI plan.
- Represent the partnership defined in this historic grant in a spirit of collaboration and respect for the missions of both the HABD and The City of Birmingham.
- Represent the Birmingham Choice Neighborhood Team at appropriate meetings, presentations and community events, as needed.
- Collaboratively develop and implement time-specific plans to resolve identified community issues that arise in the CNI implementation process.
- Assist with the creation and distribution of communications for CNI grant activities, progress updates, tracking metrics, and issues as they relate to the neighborhood.
- Build knowledge of appropriate community services and resources to make appropriate referrals for residents from the CNI neighborhood.
- Finalize and track Neighborhood outcomes for reporting to HUD and Birmingham CNI communities
- Contribute to the maintenance of the CNI calendar of events, organizational databases, and all records and reports for CNI, partners, community stakeholders, and funders.

Specific Duties

- In close coordination with the HABD CEO and City's Director of Community Development, engage in regular communication with the Housing, Neighborhood, and People Implementation entity's main points of contact. Establish a strategic plan with implementation leads and a subsequent schedule for all virtual meetings, which are currently held weekly.
- Work closely with The Ascent Project to complete the People Plan and the City to complete the Critical Community Improvement Plan by the HUD deadlines.
- In coordination with the People and Housing Implementation Entities, meet monthly with the Smithfield Court public housing residents. This will require evening meetings. Maintain updates to Birmingham's Choice Neighborhood website and develop and circulate newsletters to the public housing residents and neighborhood stakeholders.
- In coordination with HABD and the City, meet at least quarterly with the neighborhood associations and Smithfield-College Hills-Graymont community. This will require evening meetings.
- Meet at minimum quarterly with the Housing, People, and Neighborhood Task Forces and then meet with the Choice Advisory Council to report on the work conducted by the Task Forces to obtain feedback. The Task Forces include community partners, neighborhood stakeholders, and residents.
- Represent HABD and the City in the community on a daily basis addressing resident or community partner concerns and resolving issues as they arise.
- Keep up to date on all Choice Neighborhood guidance and regulations. Attend trainings, participate in webinars, and read materials to be the key advisory expert on Choice Neighborhood for Birmingham.
- Develop, implement, and sustain an effective and efficient application and selection process that meets all HUD requirements and standards as required to implement and procure various parties.
- Oversee the neighborhood stabilization strategy to clean and close vacant properties in Birmingham's Choice Neighborhood.

- Advance various community development activities including but not limited to, the CNI initiatives included in the CNI application and supplemental submissions, involving land assembly, economic development, affordable housing investment, transportation, people development, public safety, and streetscape improvements.
- Work closely with HABD, the City and all partners that committed cash or in-kind funds to assure effective processes and controls for project monitoring, disbursement of funds, and direct/indirect project cost reimbursement.
- Coordinate and leverage Birmingham's Choice Neighborhood initiatives partners resources with the philanthropic community to fund quality-of-life projects.
- Assist in analyzing financial statements and negotiating financing terms with developers, non-profits, and community development corporations.
- Develop requests for qualifications, proposals, or quotes; negotiate and manage the procurement process to identify all third-party professional consultants.
- Develop a streamlined monthly report to submit to the HABD CEO, City of Birmingham Community Development Director, and present to the HABD Board, City Council as requested by the CEO and City Community Development Director. The Birmingham Choice Implementation Program Director will develop and maintain internal and external reports tracking budget, schedule and leveraging, and other indicators, based on HUD's performance metrics.
- Work with HABD, the City of Birmingham, and other third-party developers and consultants on development projects.

Behavioral Competencies

Strategic Capability and leadership – provide mission, set direction, and inspire others to deliver on the organization's mandate.

Program and Project Management – Ability to plan, manage, and evaluate specific activities in order to deliver the desired outputs.

Problem Solving and Analysis – Ability to systematically identify, analyze, and resolve existing and anticipated problems in order to reach optimum solutions in a timely manner.

Job Knowledge – Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of the Agency; uses appropriate judgment and decision-making in accordance with the level of responsibility.

Client Services – Provides timely, courteous, and quality service to an individual whether internal or external by anticipating individual needs, following through on commitments, and ensuring that our clients have been heard.

Initiative – Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks development feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

Professional Behavior – Exhibits positive, polite, courteous, honest, and conscientious behavior with all internal/external clients. Accepts responsibility for actions and adjusts behavior as appropriate.

Communication – Employee is clear, concise, and organized in all facets of communication in order to fully transfer understanding. Actively listens and is aware of the audience to adapt the message appropriately. Strives to communicate information with appropriate personnel in a timely manner.

Teamwork – Actively and collaboratively participates, despite personal differences, towards a common goal. The employee is open to new ideas and/or approaches. The employee is aware of changes that impact internal and external customers and effectively communicate the impact when working as a team.

Integrity – Employee is honest with oneself, coworkers, and clients and above board with all project and program dealings.

Education and/or Experience

1. Graduation from an accredited college or university with a Bachelor's Degree (Master's Degree preferred) in Public Administration, Urban Planning, Urban Renewal, Business Administration, real estate finance, or a related field.
2. Minimum five years of work experience with federal housing and community development programs including Choice Neighborhood and HOPE VI programs or similarly broad community development/place-based initiatives, including program or contract management, budget development and management, and program management.
3. Proficiency in community redevelopment and cultivating public-private partnerships.
4. Excellent communication, interpersonal and presentation skills.
5. Ability to cultivate and maintain effective relationships with government, business, political, and community leaders.
6. Proven ability to work effectively with a diverse group of individuals from various racial, cultural, and ethnic backgrounds.
7. Ability to manage a high workload, multiple projects, partners, stakeholders and competing priorities.
8. Strong attention to detail, excellent organizational skills, and an ability to work well under pressure.
9. Knowledge of local, state, and national policies, issues, and best practices regarding community redevelopment and affordable housing.
10. Ability to gather, analyze and synthesize data.
11. Strong computer skills; demonstrated proficiency in Microsoft Word, Excel, PowerPoint, Outlook, and other software programs.
12. Any equivalent combination of education, training, and experience that provides the required knowledge and abilities may be considered sufficient.

Certificates, Licenses, Registrations

Possession of a valid Alabama driver's license and the ability to be insurable under the Agency's automobile insurance plan at the standard rate.

Both training and significant successful experience in Project Management is required.

Language Skills

English proficiency. The employee must be able to accurately exchange information in person, in writing and via e-mail and telephone. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and

decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer skills

To perform this job successfully, an individual should have strong computer skills (MS Word, MS Excel,

PowerPoint, Project Management software, and various other computer software).

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Possession of a valid Alabama driver's license and the ability to be insurable under the Agency's automobile

insurance plan at the standard rate.

Physical Demands

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of the job, the employee is frequently required to maintain a stationary position, operate computers and other office equipment, move about the office, and attend onsite and offsite. The employee must be able to occasionally transport up to 10 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Office Environment

The noise level in the work environment is usually moderate. May be required to perform construction site visits, which may require the use of safety equipment. May be required to respond to emergency conditions, and to perform duties in inclement weather. On call at all times.