

## **POSITION DESCRIPTION**

**POSITION:** Greater Circle Living Administrator  
**REPORTS TO:** Executive Director/Assistant Director  
Fairfax Renaissance Development Corporation (FRDC)

### **SUMMARY OF POSITION DESCRIPTION:**

The Greater Circle Living Administrator is responsible for managing the Greater Circle Living (GCL) Employee Housing Assistance Program, which provides incentives to eligible nonprofits and anchor institution employees in Greater University Circle. The administrator works with nonprofits and anchor institutions and their employees to assist individuals in buying, renting and/or rehabilitating homes. The position must also manage the relationship with anchor institution employees assigned to the initiative as well as legal and executive anchor institution personnel.

### **PRINCIPLE RESPONSIBILITIES:**

1. Ongoing program assessment to identify and implement program improvements.
2. Perform budget oversight in conjunction with FRDC controller.
3. Train and supervise the GCL Program Coordinator.
4. Access and update information systems and update content on the GCL website.
5. Educate bankers, realtors, builders, developers, and human resource personnel on program guidelines.
6. Work with anchor institutions, banks, realtors and title companies to complete the home buying process.
7. Participate in public forums as a featured speaker when required.
8. Attend marketing events to promote the program with anchor institutions and community partners.
9. Create reports capturing program demographics, accomplishments and barriers for anchor institutions and funders.
10. Complete grant writing and reporting.
11. Chair a quarterly advisory committee meeting with program partners.
12. Working with University Circle, Inc., assist in ongoing efforts to market the program.
13. Manage program consultants.

### **POSITION REQUIREMENTS:**

1. A Bachelor's Degree and two years of related housing and community development experience is required. A master's degree is preferred.
2. Excellent interpersonal and communication skills and ability to work with a diverse population.
3. Able to network at business functions and attendance at evening and/or weekend events is required.
4. Highly organized with attention to detail, ability to set priorities and meet deadlines.
5. Must be able to work with applicants experiencing difficulty understanding program requirements.
6. General understanding of contemporary urban neighborhood issues and knowledgeable about the role of private nonprofit organizations in community development initiatives.
7. Applicant must be computer literate and able to create spreadsheets.
8. All other duties as assigned to meet the responsibilities of this position and achieve the overall goals of FRDC.