



East Carolina Community
Development Inc.

Making Progress Possible

Job Title: Operations Development Director

Location: Eastern North Carolina

Company: East Carolina Community Development, Inc. (ECCDI)

Salary Range: \$75,000- \$125,000

About Us:

East Carolina Community Development, Inc. (ECCDI) is dedicated to improving the quality of life for residents in Eastern North Carolina through sustainable multifamily housing developments. We manage multimillion-dollar apartment complexes and collaborate with various stakeholders, including government agencies, non-profit organizations, and lending institutions, to create affordable housing solutions.

Position Overview:

The Operations Development Director will play a crucial role in overseeing and managing the development operations of ECCDI. Reporting directly to the Chief Executive Officer and the Chief Financial Officer, this position requires a strategic leader with a strong background in development and legal services. The ideal candidate will have extensive experience in affordable housing development, funding sources, and community engagement.

Key Responsibilities:

- Oversee the planning, development, and management of multifamily housing projects from conception to completion.
- Collaborate with diverse stakeholders, including government agencies, non-profit organizations, and lending institutions, to secure funding and resources for development projects.
- Maintain knowledge of local, state, and federal regulations related to affordable housing development.
- Lead negotiations and manage contracts with vendors, contractors, and consultants.
- Ensure compliance with all legal, financial, and regulatory requirements.
- Develop and implement strategic plans to promote community development

108 Professional Park Drive
PO Box 2400
Beaufort, NC 28516
(252) 504-3996
Fax (252) 504-2248

and affordable housing initiatives.

- Provide guidance and mentorship to a small team of staff and consultants, fostering a collaborative work environment.
- Advocate for the organization's mission and represent ECCDI at community meetings and industry events.

Qualifications:

- Bachelor's degree in Finance, Construction Trades, Law, or a related field; advanced degree preferred.
- Minimum of five years of experience in development and legal services, preferably within the affordable housing sector.
- In-depth knowledge of major funding sources, including government grants, non-profit funding, and for-profit lending.
- Proven ability to manage multiple projects and work collaboratively with diverse teams and stakeholders.
- Excellent communication, negotiation, and interpersonal skills.
- Strong analytical and problem-solving abilities.

Benefits:

- Competitive salary with performance-based bonuses.
- Comprehensive benefits package including health, dental, and retirement plans.
- 30 days of paid time off (PTO) to be used for medical leave, vacations