



## community development partnership

### Job Opportunity

### Housing Resources Program Manager

#### Description of Employer

The Community Development Partnership leads the Lower Cape in building a diverse year-round community of people who can afford to live, work and thrive here. To accomplish our mission, we promote, develop and manage affordable housing; nurture the launch and growth of small businesses; and facilitate collaboration with business, non-profit and government partners.

Achieving our mission requires several strategies and a range of programs. Our work starts with creating affordable homes—so essential to a healthy economy, but a real challenge in communities like ours where seasonal and vacation dynamics drive the market beyond the reach of many who live and work locally all year-round.

We also work to launch entrepreneurs and strengthen local businesses. We believe a vibrant future depends on sustaining traditional industries and inspiring new ones—especially when they're based on renewable natural resources such as fishing and farming.

Since 1992, the CDP has been a leader in developing and delivering innovative programs that foster an economically and environmentally sustainable Lower Cape Cod community. As a community development corporation, we value economic diversity and are committed to the inclusion and participation of local area residents, business owners and leaders in setting our priorities.

Based in Orleans, MA, the CDP has an annual budget of \$3.9 Million funded through government and foundation grants, contributions from individuals and businesses, and earned revenue. A staff of 18 professionals is charged with delivering the organization's programs and the organization is governed by a 16-member Board of Directors comprised of business and community leaders.

#### Job Opening: Housing Resources Program Manager

**Status: Part-time Exempt Position (30 hours/week)**

**Time Frame: Review begins 02/01/2023, position open until filled**

#### DESCRIPTION

The Housing Resources Program Manager is responsible for the administration and management of the Accessory Dwelling Unit (ADU) Resource Center, part of the Lower Cape Housing & ADU Resource Center. The Program Manager provides program implementation support to the Director of Program Resources and is also responsible for outreach to homeowners in targeted areas.

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The Housing Resources Program Manager will work from the CDP's office located at 240 Cranberry Highway, Suite 1, Orleans, Massachusetts and there is an opportunity to work remotely up to 3 days per week. This is a Part-Time Exempt Position (30 hours/week).

### **Our Ideal Candidate**

Our ideal candidate will be an ambitious professional who takes initiative. We seek a collaborative and dependable team player, who exhibits sound judgment to effectively carry out the daily functions of this position and establishes good working relationships with other staff and external clients of the CDP. Additionally, our ideal candidate will be self-motivated, have a passion for the work we do and an understanding of how a non-profit organization functions.

### **Specific duties will include but not necessarily be limited to:**

- Respond to inquiries about ADU Resource Center services
- Assist homeowners interested in building ADUs by conducting feasibility studies and educating them about septic requirements, zoning regulations, town permitting processes, financing options, etc.
- Remain up to date on changes to each town's ADU bylaws
- Collaborate with each town's building and health departments as relevant to a homeowner's project
- Continually search for additional contractors and architects to add to the ADU Resource Center's lists of referrals
- Prepare ADU incentive loan paperwork
- Ensure website content remains current
- Develop and maintain strong relationships with key staff members in each town served
- Develop and implement new and innovative ways to market and promote the ADU Resource Center
- Participate in community outreach, including in-person and virtual information sessions, peer group meetings, and other related sessions
- Provide ADU Resource Center stories to CDP marketing staff for newsletters, campaigns, etc.
- Assist with reports for grant funds associated with the Lower Cape Housing & ADU Resource Center
- Maintain records, files and data collection systems
- Other related duties as required

### **Skills and Experience**

There are innumerable ways to learn, grow and excel professionally. We respect this when we review applications and take a broad look at the experience of each applicant. We want to get to know you and the unique strengths you will bring to the work. We are most likely to be interested in your candidacy if you can **demonstrate a majority of the qualifications and experiences** listed below and a passion for the CDP's mission along with knowledge of affordable housing and community development issues on Cape Cod.

### **Required**

- A college degree or a minimum of five years of experience in a position requiring similar skills

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- Exceptional interpersonal skills
- Excellent verbal and written communication skills
- Ability to work both as part of a team and independently with limited supervision
- Strong analytical skills
- High level of professional judgment, tact and initiative
- Strong computer skills and a high level of proficiency in Microsoft Office (Word, Excel, Outlook)

Desired

- Knowledge of housing and community development issues on Cape Cod
- Previous project management experience

**Compensation:** Salary range is \$48,400 to \$58,000 annually. The CDP also provides a generous package of benefits including health, dental, vacation, sick time, and retirement benefits.

The CDP is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, ancestry and national origin, religious creed, handicap, sex, gender identity and sexual orientation, status as a veteran, or any other characteristic protected by law. The CDP is committed to building a diverse staff and strongly encourages applications from minority candidates.

**To Apply:** Please submit a cover letter summarizing your professional experience as it relates to the job description, followed by a resume, combined into a single PDF. Email your PDF to **Terri Barron, Director of Program Resources**, [terri@capecdp.org](mailto:terri@capecdp.org). References may be requested. Review begins 02/02/2023; position open until filled.