



2177 Asheville Rd., Waynesville, NC 28786  
828-452-1447  
www.mountainprojects.org

154 Medical Park Loop,  
Sylva, NC 28779 828-586-2345

## JOB DESCRIPTION

Effective Date: 9/20 Revision Date: 1/ 2023

Name: \_\_\_\_\_

**Job Title:** Affordable Housing Manager  
**Position Type:** Full Time  
**Program:** Smoky Mountain Housing Partnership  
**Supervisor:** Executive Director of Mountain Projects

### Position Overview: (Primary Function)

Work, Develop and expand affordable and workforce housing through Mountain Projects,

by managing the Self Help Housing Program and housing counseling center. Along with miscellaneous grants that make up the department.

**Project Work Description:** (Essential Functions: Critical features of this job are described under the headings below. They may be subject to change at any time due to reasonable accommodations or other reasons.)

1. Obtain, supervise and administer the USDA Self Help Housing T &TA grant
2. Set up and oversee Housing Counseling Center including becoming and maintaining certificate for agency and individual counselors HUD
3. Apply for HUD Housing Counseling funding once certified
4. Develop a strong working relationship with community partners
5. Assist with the management of the HOA Bethel Village
6. Prepare and submit grant applications
7. Learn nonprofit rules & regulations that govern nonprofits
8. Administer and assure compliance with agency policies and procedures
9. Oversee budgets Department
10. Submit monthly budget reports to CFO
11. Keep supervisor updated on any program changes
12. Supervise construction manager
13. Maintain update data on Needs
14. Educate community on needs related to housing



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15. Any other job related assignments that may be required or deemed advisable by the supervisor: \_\_\_\_\_

1. **Minimum Qualifications:** Bachelors Degree with three years experience in banking, managing, mortgage lending; construction or Housing development.

Applicant must be willing to learn New Home Construction

2. **Preferred Qualifications:** Masters degree in related field and three years experience (Housing Development and Community Planning) Ability to assess property to develop for workforce housing

Fund raising experience and knowledge of grant writing are helpful.

3. **Skills/Attributes:** Public Speaking  
Good communication skills

Strong leadership skills and people skills

Computer Literacy including Excel

Strong written, oral skills

4. **Essential Functions:** Able to work with diverse populations and, team oriented

5. **Physical Demands:** Normal office environment with bending and stooping? Yes  No

If no, describe physical demands.

Lifting, sitting, bending, stooping and carrying office equipment such as laptops and computers.

6. **Work Environment:** Local and out of area travel. Nontraditional hours as needed

Office and field work required

Some field work on construction site may be necessary

7. **Mental and/or Visual Demand:** Valid North Carolina Driver's License with appropriate insurance coverage required.



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**Equal Opportunity Employer**

Mountain Projects, Inc. is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race; color; religion; sex; sexual orientation; gender identity or expression; national origin; age; disability; genetic information; political affiliations; National Guard or veteran status, consistent applicable federal, state and local laws, and regulation.

**Direct Supervisor:** \_\_\_\_\_

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**