



Job Advertisement: Executive Vice President, Planning and Development

Reporting to the President and CEO of the Philadelphia Housing Authority (PHA), the Executive Vice President – Planning and Development articulates, communicates and fulfills PHA’s vision and direction with respect to development strategies. Core responsibilities of this position include planning for redevelopment of PHA housing developments, identifying opportunities and planning for new housing and commercial development to be undertaken by PHA directly or with third party partners, and managing the process leading up to construction including acquisition, financial analysis, funding, design development, local approval and developer selection processes for PHA development initiatives.

Working in close coordination and collaboration with PHA’s Construction Management, Procurement, Finance and Operations divisions to ensure the timely, efficient and on-budget completion of projects, the Executive Vice President oversees varied neighborhood-wide and site specific planning and development initiatives that require master planning, engineering and environmental studies, financial analysis and design development. This position undertakes financial analysis of development initiatives, secures development funding, secures local zoning and other land use approvals, develops detailed construction specifications and coordinates developer selection processes and must proactively communicate and interact with PHA senior management and staff, contractors, financial analysts, engineering and architectural consultants, development professionals and government oversight officials.

The Executive Vice President:

- Leads, directs and coordinates the activities of Planning and Design division staff and/or assigned contractors and continuously reviews and evaluates the performance of staff and/or contractors in meeting workload requirements
- Works continuously with the Construction Management Division, conducts joint planning meetings to review development project status, update project timelines, and to identify and resolve obstacles and issues that impact development project timelines and budgets
- Oversees and directs the work of internal staff and consultants in the development of needs assessments, planning studies, engineering studies, environmental reviews, land use studies and comprehensive master plans
- Oversees and directs the work of internal staff and consultants in the preparation of design documents including conceptual site and unit plans, schematic designs, working drawings and other technical specifications
- Ensures compliance/conformance of design specifications and plans to all applicable federal, state and local codes as well as additional requirements of funders
- Oversees and directs the work of internal staff and consultants in the preparation of development finance documents including but not limited to cost estimates, sources and budgets
- Oversees and directs the work of internal staff and consultants to assess land use potential, conducts engineering and environmental studies, determines land values and negotiates acquisitions
- Seeks out, analyzes and makes recommendations for development projects including identification and analysis of sites in consideration of its potential relationship to PHA’s mission and project feasibility
- Leads efforts to secure funding to support development priorities including but not limited to development of Low Income Housing Tax Credit, New Markets Tax Credit, Federal Home Loan Bank, Choice Neighborhoods and other current and potential funding sources
- Represents and advocates for PHA development and funding priorities including conducting meetings with residents, elected officials, government officials, financial institutions and developers
- Performs other duties as assigned



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Required Education and Experience

Bachelor's degree from an accredited college or university with an emphasis in planning and design or other related field; AND a minimum of (10) ten years' related experience along with experience in securing funding from multiple sources to support multifamily construction; OR an equivalent combination of education, training and experience may be considered.

Additional experience required includes: Interpreting and applying local, state, and federal construction rules and regulations; Creating and managing the development of construction documents; Construction document handling, interpretation, and administration; Organizing and managing cost estimating, bidding, buyout, and scheduling procedures; Tracking and managing job costs and implementing steps to reduce costs as needed to conform to budget requirements; Land use planning, architectural design, and engineering oversight; Tracking and managing job costs and implementing steps to reduce costs as needed to conform to budget requirements; Creating and aggressively seeking out and securing funding; and, Assessing and prioritizing multiple tasks, projects, and demands and coordinating the work of others.

Required Knowledge

- Local, State, and federal statutes, codes, and regulations governing public sector housing, construction, and development
- Local, State, and federal public housing program regulations and reporting requirements, including Code of Federal Regulations and the U.S. Department of Housing and Urban Development (HUD) operating procedures
- Local, State, and federal construction requirements and building codes
- Project management, engineering, and cost estimating and containment standards and practices
- Planning, design, engineering, and construction methodologies, standards, and practices
- Multifamily and mixed use development process; architectural design including federal, state and local code and other requirements; land use planning; engineering analysis; environmental analysis; project financing; project management methods
- Principles and practices of public sector administrative management, including cost accounting, budgeting, purchasing, contract management, contract administration, customer service, and employee supervision
- Principles and practices of organization, administration and personnel management
- Records management principles, particularly as applicable to departmental records, reports, and documentation

License and Certification Requirements

A valid driver license is required