

DIRECTOR OF INDUSTRY AND GOVERNMENTAL AFFAIRS

APPLICATION DEADLINE IS FRIDAY, OCTOBER 21, 2016 AT 11:59PM

Division: Industry and Governmental Affairs

Reports to: Executive Director

Location: Nashville, TN

Full-time/Part-time: Full-time

Salary Grade: 120

Monthly Salary Range Minimum: \$6,711

FLSA Classification: Exempt (03)

Critical features of this job are described under the headings below. They may be subject to change due to changes in our business processes or other business-related reasons.

POSITION SUMMARY: Leads and manages the business unit responsible for representing THDA in the field, developing and strengthening THDA's relationship with industry partners, housing non-profits, public entities which administer THDA programs, and elected officials.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following. Other duties may be assigned.

- Directly supervises staff; interviews, makes hiring recommendations, and trains employees; makes assignments and monitors work; develops employee skills and encourages growth and development; reviews and evaluates employee performance; addresses workplace issues and provides guidance, coaching, and disciplinary measures for staff; addresses personnel issues in conjunction with appropriate leadership and the Human Resources division.
- Coaches and mentors staff on relationship management regarding internal and external partners.
- Develops and implements regional outreach and marketing plans.
- Has oversight of, anticipates and monitors legislative or regulatory proposals with the potential to impact THDA or its industry partners; provides regular updates and make recommendations to the Executive Director; coordinates the organization's response.
- Provides technical assistance to government officials in the development of legislative and regulatory proposals concerning matters that relate to THDA and its partners.
- Oversees all legislative inquiries and coordination with affected Division/Program Director and/or Customer Service Manager to determine appropriate response to the constituent; provides status updates to public officials and staff.
- Oversees coordination with the Communications Division Director on event planning and logistics; directs advance for events involving the THDA Executive Director.
- Handles special projects as assigned by the Executive Director.
- Assures that the IGA staff is and remains current on THDA programs, as well as federal programs administered by the agency.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, and/or abilities required.

Education and Experience:

- Bachelor's degree in business administration, finance, political science, communications or related field.
- Three years of management experience.

Director of Industry and Governmental Affairs (Director 1)

Page 1 of 2

9/22/2016

- Two years of related experience.

The above qualifications express the minimum standards of education and/or experience for this position. Other combinations of education and experience, if evaluated as equivalent, may be taken into consideration.

Knowledge, Skills, Abilities, and Competencies:

- Ability to effectively manage staff on-site and remotely.
- A broad knowledge of low- and moderate-income (THDA) programs is required.
- Knowledge of Department of Housing and Urban Development (HUD), Veterans Administration (VA), Rural Development (RD), and Private Mortgage Insurance (PMI) regulations in the field of loan origination.
- Ability to provide vision and leadership; contributes to decision-making affecting organizational strategy.
- Demonstrates the ability to build and maintain positive relationships with the organization's board members, Tennessee's General Assembly and Congressional delegation, Executive Team, Leadership Team, and staff.
- Ability to think creatively and work independently.
- Superior communication skills, both written and verbal, to effectively address all levels within the organization.
- Ability to build and maintain positive relationships with internal and external constituents.
- Maintains credibility through sincerity, honesty, and discretion.
- Strong organizational skills.
- Prioritizes and plans work activities; uses time efficiently.
- Consistently meets deadlines.
- Documents regularly, thoroughly, accurately, and completely.
- Ability to effectively manage complex projects while working under pressure to meet deadlines.
- Detail oriented, logical, and methodological approach to problem solving.
- Computer literate; proficient in Microsoft Word, Excel, Outlook, and the internet; able to effectively adapt to and use other computer systems as needed for daily activities.

Special Demands:

The special demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this job.

- Current, valid driver's license from domicile state and the ability to drive.
- Frequent in-state and out-of-state travel, including overnight travel.
- Physically able to maneuver stairs.
- While performing the duties of this job, the employee is regularly required to sit; stand; use hands to finger, handle or feel; and talk and hear.
- The employee is occasionally required to walk; reach with hands and arms, and stoop, kneel, or crouch.
- Specific vision abilities required by this job include close vision, distance vision, night vision, and the ability to adjust focus.

EQUAL OPPORTUNITY/EQUAL ACCESS/AFFIRMATIVE ACTION EMPLOYER

APPLICATION MUST BE COMPLETE AND RESUME ATTACHED FOR CONSIDERATION

PLEASE VISIT OUR WEBSITE AT WWW.THDA.ORG AND FOLLOW THE ONLINE APPLICATION INSTRUCTIONS