



# The City of Fort Collins, Colorado Invites Qualified Candidates to Apply for **HOUSING MANAGER**

## **The Opportunity**

Fort Collins' Housing Manager is charged with advancing one of the City's top priorities to develop and implement an affordable housing strategic plan. This new position will forge relationships and collaborate with non-profit partners, city departments, the development and real estate community to develop housing options that are achievable, sustainable and affordable. As an adaptive and strategic thinker, the Housing Manager will assimilate situations and data readily, pivoting as opportunities arise. The Housing Manager reports to the City's Chief Sustainability Officer and is expected to work with and cultivate a strong network of community stakeholders to quickly, and pragmatically, develop affordable housing solutions. As an organizational and community leader, the Housing Manager will develop a pathway through this complex issue, leveraging opportunities and prior accomplishments to strengthen housing options.

The ideal candidate must have a genuine desire to serve the community of Fort Collins and will seek strategic solutions using knowledge of housing best practices and propose new, dynamic approaches and techniques. Proven communication, interpersonal skills, demonstrated cultural competency and the ability to interrelate with a wide variety of people are all important qualities for the Housing Manager. Key success factors are the ability to lead change and garner support for a systems approach, new structures and strategies to ensure a sustainable and equitable living environment for all residents of Fort Collins.



# Top 10 Best Performing Cities

Milken Institute, January 2019



## Platinum Bicycle Friendly Community

*League of American Bicyclists  
2017*

### The Community

Incorporated in 1873, Fort Collins is nestled against the foothills of the Rocky Mountains alongside the banks of the Cache La Poudre River. At 5,000 feet in elevation, residents enjoy a moderate, four season climate, with an average of 300 days of sunshine per year. With 167,500 residents, Fort Collins is Colorado's fourth largest city and spans 57 square miles. At full build-out, the City of Fort Collins is expected to reach 255,000 residents.

From its early days, as the military fort of Camp Collins, Fort Collins has transformed into a vibrant, healthy, university city with ample attractions and amenities. There are abundant outdoor recreation opportunities available to the many residents who enjoy healthy lifestyles. The nearby Horsetooth Reservoir is a key attraction, as is the Scenic Byway Poudre Canyon. Within the city, the Downtown district provides many venues for live music, shopping, dining, and nightlife. Fort Collins is renowned for its craft beer culture and is widely considered the Craft Beer Capital of Colorado.

Fort Collins is home to Colorado State University. With a student enrollment of 32,000, the University significantly affects the composition and culture of Fort Collins. More than half of Fort Collins' residents are college graduates and the city has a strong appreciation for arts, culture, and entertainment. Residents are educated and engaged in their local government. Various national organizations and magazines recognize Fort Collins as one of the best places to live in the nation.





Malcolm Baldrige  
National Quality  
Award Recipient  
2017

### The Organization

The City of Fort Collins is a home rule city with a Council-Manager form of government. The City Council is comprised of six District Councilmembers who are elected for four-year terms and a Mayor who is elected at-large for a two-year term. All elected officials are non-partisan. The City Council appoints the City Manager, City Attorney, and the Chief Judge. The City Manager has overall responsibility for all other City employees. The City of Fort Collins directly provides a full slate of municipal services including operating its own electric, water, wastewater, and stormwater utilities. The City of Fort Collins, at the direction of City Council and voters, is moving forward with building and implementing high-speed next-generation broadband to the entire community with an expected completion in 2021. Fire protection is provided by the Poudre Fire Authority (PFA). The City of Fort Collins operates with a biennial budget and provides funding for municipal operations, including approximately 2,500 employees.

The City of Fort Collins aspires to provide world-class services to the community while cultivating an outstanding organizational culture for its employees. In order to achieve its vision, both internal and external services are data-informed and implemented according to organizational values. The City develops resiliency and sustainability through organization-wide systems and processes that ensure consistent employee work practices and alignment across service areas. The City places a high value on public input and strives to include them as fellow problem solvers whenever possible. Residents can expect to receive exceptional service, have the opportunity to engage with decision-makers, provide input regarding the allocation of City resources, and have access to government information in a timely and transparent manner.





## Various national organizations and magazines recognize Fort Collins as **one of the best places to live in the nation.**

- No. 4 Best U.S. Cities to Raise a Family: MarketWatch – Apr 2019
- No. 9 Best Performing Cities: Milken Institute – Jan 2019
- No. 3 U.S. Cities with Highest Economic Confidence: Yahoo – Nov 2018
- No. 2 Brain Concentration Index: Bloomberg – Nov 2018
- 14th Best Place to Live: Livability.com – Mar 2018
- 18th Best City for Career Opportunities: SmartAsset – Sep 2017
- 3rd Best College Town to Live in Forever: College Ranker – Jul 2017
- 25 Best Towns Ever: Where to Live Now: Outside Magazine – Jun 2017
- No. 1 Stable and Growing Housing Market: Realtor.com – Jun 2017
- 11th Happiest City in America: Yahoo! Finance – Mar 2017
- Top 100 Best Cities to Start a Family: lendedu – Feb 2017
- No. 9 Top 150 Cities for Millennials Report: Millennial Personal Finance – Feb 2017
- No. 2 Best Cities for Small Business Owners: ValuePenguin – Feb 2017
- No. 17 Best Places to Buy a Forever Home: Good Call – Jan 2017
- Runner Friendly Community: Road Runners Club of America – Oct 2016
- No. 4 Community in Overall Well-Being, 2014–2015: Gallup Healthways – Feb 2016

## The Opportunity

### Annual Salary Range:

Hiring Starting Salary target: \$94,210 - \$107,429 (full range \$80,572 - \$134,286)

### The Position:

The Housing Manager will report directly to the Chief Sustainability Officer (CSO) while working closely on this critical issue with colleagues in Sustainability Services, Planning Development and Transportation and other relevant City areas. The Sustainability Services Department offers a uniquely focused approach to address cross-cutting challenges. The CSO, as a member of the Executive Leadership Team, oversees the combined departments of Economic Health, Environmental Services and Social Sustainability. This highly visible position within the community will be trusted with executing the planning and management activities of the housing related programs for the City of Fort Collins. They will offer dedicated, aspirational leadership and use political acumen to support an ad-hoc Committee of City Council focused on creating a sustainable housing program that integrates existing program efforts with new approaches to ensure exceptional neighborhoods and a sustainable community.

### Summary of Accountabilities:

The following are illustrative of the primary functions of this position and are not intended to be all inclusive:

- Lead the multi-year strategic vision and direction for the City's housing work which includes implementation of the Affordable Housing Strategic Plan.*
- Demonstrate an ability to set an ambitious vision and operationalize strategies that result in realistic and attainable efforts focused on creating a sustainable living environment for the community.*
- Optimize existing programs and foster relationships with external and internal business partners to capitalize on opportunities to build strong, desirable neighborhoods*
- Manage and advise the Executive Leadership Team to coordinate the City's approach and broker innovative public-private partnerships.*
- Monitor data, stakeholder input, and identify gaps in current housing program efforts; establish systems approach that facilitates actions to remedy identified issues.*
- Lead teams as they navigate through government programs, city plans, and competing philosophies, practices and approaches; through collaboration, will increase trust and credibility for City efforts on housing matters.*
- Demonstrate passion for the current and future generations of residents who deserve quality affordable and attainable housing within the community of Fort Collins.*
- Implement a variety of innovative solutions, drives proposals while learning from best practices in the housing industry and tailoring those to fit the challenges unique to Fort Collins.*
- Serve as an agile change agent with a commitment and confidence to assume leadership in an evolving environment.*
- Demonstrate success in a quick moving, results oriented environment; be able to prioritize actions for self and partners to ensure goal attainment.*
- Advise City colleagues about the interest of the City of Fort Collins at both state and federal level on legislative issues; assists in the formulation of new legislation and /or providing input to revise current laws.*
- Represent the City to internal and external stakeholders fostering executive level stakeholder relationships, innovative partnerships and lead creative negotiations.*
- Respond to and directs the resolution of difficult and sensitive inquiries and complaints from community members, employees and City Council.*
- Demonstrate experience and analytical aptitude to prepare data and reports, agenda materials, conduct public surveys and produce policy recommendations for City Council consideration.*
- Serve as a role model for City's core values and demonstrate leadership consistently across the organization. Strong commitment to public service.*



**Capabilities:**

- *Extensive knowledge of and practice in housing programs, policies and theories which permits independent performance in carrying out significant difficult, complex assignments.*
- *Proven experience in preparing and executing strategic plans for housing programs and initiatives.*
- *Proven insight that spans real estate development, affordable housing, city planning and land use, local government and private sector financial considerations and advocacy.*
- *Demonstrated cultural competence to effectively interact, work, and develop meaningful relationships with people of various identities, perspectives and diverse backgrounds.*
- *High business and financial acumen. and familiarity with the lens of the Triple Bottom Line approach.*
- *Demonstrated confidence and comfort with sensitive political conversations.*
- *An approachable leadership style that promotes optimism, fosters patience and encourages perseverance. Proven exceptional people management skills.*
- *Strong learning orientation. Leverages all resources and is creative in ways of learning for self and others.*
- *Ability to implement effective education, facilitate difficult conversations, negotiate and engage with the community on all levels.*
- *Strong working knowledge of and an ability to interpret Federal, State and Local housing law, policies and procedures; particularly the Department of Housing and Urban Development, Colorado Department of Local Affairs and Colorado Division of Housing.*
- *Supportive of and willing to advocate for equity, diversity, inclusion and Fair Housing principles.*
- *Experience incorporating the experiences and perspectives of multiple communities including historically underrepresented populations, in the consideration of impacts, consequences and outcomes of a decision-making process.*
- *Demonstrated project management skills including the ability to exercise independent performance as well as setting the vision for the team in project*

*assignment, accountability and completion.*

- *Present oral and written reports to City management and staff, City Council, other government and public officials and the public regarding technical housing issues, strategic direction, policies and practices. Adapts message to wide-ranging audience types including diverse communities.*
- *Use data analytics to drive decision making, develop and interprets metrics to track progress and assist in achieving long-term goals and strategies.*
- *Experience with performance excellence and integrated systems thinking.*
- *An ability to establish and maintain effective relationships with peers, elected and appointed leaders, government agencies, service and community organizations, private businesses, city employees and customers.*
- *Demonstrated experience with standard Office suite of programs.*

**Education and Experience:**

- *Bachelor's degree in sustainability, planning, public health, business, public administration, finance, communications, or related field; Master's degree preferred.*
- *Minimum five years of progressively responsible managerial/administrative experience in affordable housing development and/or management and strategic policy making, including five years of leadership and policy development experience in a highly competitive housing market.*
- *Multi-lingual skills are desirable.*

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

While performing the duties of this position, the employee is regularly required to sit, climb or balance, and talk and hear. The employee is occasionally



**APPLY NOW**

required to stand, walk and/or use hands to finger, handle or feel. The employee must occasionally lift and/or move up to ten pounds.

**How to Apply:**

Interested applicants should forward electronically a cover letter, five (5) professional references and resume by March 13 to the attention of:

Kathleen Rush  
Vice-President  
GovHR USA, LLC  
[www.GovHRJobs.com](http://www.GovHRJobs.com)

Questions regarding the recruitment may be directed to [Kathleen Rush](#) at [847-380-3240](tel:847-380-3240).

*The City of Fort Collins is an Equal Opportunity Employer.*

*Applicants are considered for positions for which they have applied without regard to race, religion, gender, age (40 years or older), national origin, color, creed, ancestry, marital status, sexual orientation, or other characteristics protected by law.*

*Background Check and Drug Test Required.*

*Note: some information in your application may be public information under the Colorado Open Meetings Act.*

