



- √ Are you an advocate for affordable housing and community development?
- √ Are you a seasoned collaborator with elected officials, community members, internal departments, and developers to find creative solutions for housing?
- √ Are you committed to equitable and meaningful community engagement?
- √ Are you an inspiring leader for talented team members?
- √ Are you familiar with community development in high growth communities of 40,000+ people?

If yes, then you could have the unique opportunity to serve as the first **Community Development and Neighborhood Connections Director for the growing Town of Apex, NC.**

This new opportunity is for the self-starter, an innovative thinker who thrives in a fluid environment and loves the excitement and challenge of new endeavors. This professional will support the establishment of an organization-wide community engagement strategy while determining and creating opportunities for engagement within the community. The Town seeks a professional with impeccable problem solving and decision-making skills – one who is highly skilled in bridging gaps where divergent interests lie and uniting various stakeholders around a common vision. The **Director** will demonstrate enthusiasm and passion for community connections, development, and housing solutions. A humble and approachable leader, this **Director** will educate stakeholders on the affordable housing needs of the Town – from work-force housing to affordable housing for low-income community members – generating support and connection for the community’s housing needs.

About the Department and Position:

The newly established Community Development and Neighborhood Connections (CDNC) department is one of four departments within the Town’s focus area of Community and Safety including Police, Fire, and Parks, Recreation and Cultural Resources. In alignment with Council priorities, this new department will support neighborhood improvement, community connections, and housing teams to ensure that Apex is a welcoming community with engaged residents, quality neighborhoods, and housing choice and affordability for anyone that wants to live in Apex. The CDNC department allows the responsibility of housing to be shifted from the Planning department and neighborhood improvement/code enforcement to transition from the Police department.

Reporting to the Assistant Town Manager of Community and Safety, the **Director** will oversee the department’s three divisions including Neighborhood and Community Connections, Neighborhood Improvement (Code Enforcement), and Housing. Currently, there are 4 FTE staff including the Director with expansion to 5 budgeted to support the Department’s goals.

The **Director** will be tasked with creating the proactive community engagement that the Town Council desires - ensuring that the CDNC department supports the Town’s affordable housing strategy and long-term affordability on new development projects while bridging the connection between community and economic

development and strategically aligning strategies to achieve the Town's vision of community and neighborhood connection.

Qualifications: A Bachelor's degree in Public Administration with a concentration in Community Development/Housing or similar degree-level of study or appropriate certification or an equivalent combination of education and experience that provides the required knowledge, skills, and abilities to perform the duties *is required*. A Master's degree in similar field of study is *preferred*. Progressive community development and housing experience at a supervisory or lead level *is required*. Director level experience in community development, housing, or similar fields *is preferred*. Experience working for a comparable-sized local government organization or local government organization that has experienced rapid growth *also preferred*. Proficiency in Spanish *is preferred* with other language proficiencies highly desired.

Salary and Benefits: The expected hiring range for the position is \$122,449 - \$150,000, depending on qualifications and experience with a full salary range of \$122,449 - \$189,796. The Town provides [an excellent benefits package](#).

To apply, please visit <https://www.governmentjobs.com/careers/developmentalassociates> and click on the ***Community Development and Neighborhood Connections Director – Town of Apex, NC*** title. All applications must be submitted online via the Developmental Associates application portal – NOT the Town Employment Application portal, nor any other external website; it is not sufficient to send only a resume. Resumes and cover letters must be uploaded with the application. Applicants must apply by January 15, 2023. Successful semi-finalists will be invited to participate in virtual interviews and skill evaluation on February 14-15, 2023. Candidates are encouraged to reserve these dates for virtual meetings should they be invited to participate. All *inquiries* should be emailed to hire@developmentalassociates.com. The Town of Apex is an Equal Opportunity Employer. The recruitment and selection process is being managed by Developmental Associates, LLC.