HAWAIIAN COMMUNITY ASSETS

Celebrating 25 Years

Director of Housing and Community Investment

Full Role Description and Accountability Framework

Position Title	Director of Housing and Community Investment
Employment Type	Full time, salaried, exempt
Reports To	Chief Executive Officer (CEO)
Primary Focus	Leads Hawaiian Community Assets' (HCA) Ua Hale Aʻela housing production and development division
Works Closely With	Chief Strategy Officer, Chief Financial Officer & Finance team, Programs, Brokerage team, Data, Compliance, Advancement, and public agencies, lenders, philanthropic institutions, and community stakeholders
Pay Range	$115,000-$125,000/annually

ABOUT HAWAIIAN COMMUNITY ASSETS (HCA)

Hawaiian Community Assets (HCA) is a non-profit organization dedicated to building the capacity of low- and moderate-income communities to achieve and sustain economic self-sufficiency, with a particular focus on Native Hawaiians. Through housing counseling, financial education, lending partnerships, housing initiatives, and innovative programming, HCA works to create long-term pathways toward economic resilience and housing stability across Hawaiʻi.

As a Native Hawaiian-focused organization, HCA is committed to fostering a positive and respectful environment, advancing community innovation and growth, collaborating across teams and partnerships, communicating with integrity, and demonstrating drive and accountability. We operate in an evolving environment that requires cultural grounding, mission alignment, continuous learning, and a shared commitment to delivering meaningful results for our communities.

POSITION SUMMARY

The Director of Housing & Community Investment leads Hawaiian Community Assets' (HCA) Ua Hale Aʻela housing production and development division. This role provides executive-level oversight of all acquisition, rehabilitation, scattered-site development, workforce housing initiatives, and multi-unit housing production statewide.

The Director is responsible for driving departmental performance, meeting housing production targets, ensuring profitability and capital efficiency, managing development-related grants and capital sources, and advancing workforce housing partnerships across Hawaiʻi.

This position supervises development and operations staff and reports directly to the CEO. This is a strategic leadership role responsible for scaling HCA's real estate portfolio while ensuring mission alignment, financial sustainability, and operational excellence.

REPORTING STRUCTURE

Reports directly to the CEO.

ESSENTIAL DUTIES

Core Accountability

1. Department Leadership & Strategy

- Lead and oversee the full Ua Hale Aʻela Real Estate Development Division.
- Establish annual housing production goals and departmental KPIs in coordination with the CEO.
- Develop and execute multi-year real estate acquisition and development strategies.
- Drive profitability targets and margin performance across all housing projects.
- Identify, evaluate, and secure new acquisition and development opportunities statewide.
- Advance workforce housing strategies, including multi-unit developments (6+ units).
- Represent HCA in meetings with public agencies, lenders, philanthropic institutions, and community stakeholders.
- Support mission-aligned organizations and partners pursuing workforce housing initiatives.

2. Capital Strategy & Access to Funding

- Lead development-related capital stack strategy in coordination with the CEO and Finance team.
- Evaluate financing structures, including grants, loans, philanthropic guarantees, revolving credit facilities, and program income reinvestment.
- Partner with the Grant Writer and compliance staff to ensure strong development-related proposals.
- Provide project-level financial data, proformas, and production targets to support funding applications.
- Oversee adherence to grant conditions tied to development activities.
- Ensure timely reporting related to capital sources and development-specific funding.
- Monitor capital utilization to ensure compliance with funder requirements and internal return targets.

3. Grant Oversight & Reporting

- Ensure all development-related documentation required for grant reporting is complete, accurate, and audit-ready.
- Collaborate with the Grant Writer and Director of Compliance to align development timelines with reporting deadlines.
- Support proposal development by providing strategic direction, production forecasts, and feasibility data.
- Oversee tracking of unit production metrics required by funders.
- Participate in monitoring visits, funder presentations, and external reviews related to housing production activities.

4. Large-Scale Development Leadership (6+ Units)

- Lead feasibility analysis, underwriting, and acquisition review for multi-unit and workforce housing developments.
- Oversee entitlements, zoning transitions, CPR conversions, and change-of-use processes.
- Guide development budgets, financial modeling, and project-level proformas.
- Monitor construction budgets, timelines, and performance indicators.
- Ensure developments align with underwriting assumptions and projected margins.
- Identify and mitigate financial and construction risk exposure.

5. Scattered-Site & Portfolio Oversight

- Supervise statewide scattered-site acquisition and rehabilitation efforts.
- Ensure units move efficiently from acquisition to rehabilitation to readiness to sale.
- Monitor portfolio-level metrics, including:
    - Cost per unit
    - Rehab timeline
    - Closing cycle time
    - Margin per unit
    - Production pace relative to annual targets
- Ensure readiness-to-sale workflows are functioning efficiently across islands.

6. Financial & KPI Accountability

- The Director is accountable for:
- Annual housing production targets.
- Department-level revenue and profitability targets.
- Cost containment and budget adherence.
- Timely closings and sales pipeline performance.
- Capital deployment efficiency.
- Compliance with grant and funding conditions.
- Providing quarterly performance reports to the CEO and presenting to the Board of Directors as needed.

7. Supervision & Team Management

- Supervises:
- Senior Development Manager (Scattered Site Lead)

- Development Project Manager
- Development Operations Manager
- Maui Development & Rebuild Project Manager
- Responsibilities include:
- Setting performance expectations.
- Conducting evaluations.
- Coaching and leadership development.
- Ensuring accountability systems are implemented.
- Promoting cross-functional collaboration.

8. Cross-Department Collaboration

- Coordinate with Housing Counseling to align readiness timelines with development schedules.
- Partner with the Brokerage team to ensure smooth listing and closing processes.
- Collaborate with Finance on capital tracking and budget oversight.
- Work with Compliance to ensure procurement and documentation standards are upheld.
- Monitor property manager performance and escalate operational concerns.

MEASURES OF SUCCESS

- **Units produced or preserved:** 60 unique affordable units produced or preserved by September 30, 2027.
- **Renovation on schedule:** At least 90% of renovations completed by the approved completion date, established upfront, through September 30, 2027.
- **Capital secured:** $15 million in external capital commitments secured by September 30, 2027, in collaboration with Finance.
- **On-time sales:** 80% of sales completed by the expected sale date by September 30, 2027.
- **Project advancement:** No qualifying opportunities lost due to HCA delay or missed follow-through through September 30, 2027.
- **Occupancy after renovation:** Homes occupied within 60 days of renovation completion through September 30, 2027.
- **Interest-to-purchase SOP:** Launch the interest-to-purchase framework, then review and update quarterly through September 30, 2027.

DECISION AUTHORITY AND ROLE BOUNDARIES

This position works closely with the CEO to set the direction of the Ua Hale Aʻela division and execute approved housing production and investment strategies. Specific decision rights, spending limits, signature authority, and escalation requirements will be established with the CEO and documented through HCA's policies and delegation of authority.

QUALIFICATIONS

Minimum Qualifications

- 7+ years experience in affordable housing development, construction management, or real estate development.
- Experience managing multi-unit development projects (6+ units).

- Demonstrated experience with financial modeling and development budgeting.
- Supervisory experience managing teams.
- Strong understanding of permitting, zoning, and entitlement processes (Hawaiʻi preferred).
- Experience working within grant-funded or publicly funded development environments.
- Ability to lead in high-growth, fast-paced environments.

Preferred Qualifications

- Experience with scattered-site rehabilitation models.
- Familiarity with rent-to-own pathways.
- Experience working with Native Hawaiian communities.
- Experience presenting to lenders, public agencies, and boards.
- Experience in mission-driven or community-based organizations.

BENEFITS

- A 32-hour, four-day workweek, with your regular day off determined in coordination with your supervisor
- 16 paid holidays each year
- 100% medical and dental coverage for employee-only plans, subject to the applicable plan and employer contribution limits
- An allotment of PTO after completing six months of employment and again on each anniversary thereafter
- Paid bereavement leave
- Employer-paid life insurance for employees who regularly work 20 hours or more per week
- Flexible Spending Accounts for eligible medical and dependent-care expenses
- Tuition assistance reimbursement
- Access to an Employee Assistance Program
- Additional lifestyle benefits and discounts through ALTRES, including travel, entertainment, gas, credit unions, movie tickets, cell service providers, car rentals, pet insurance, gym memberships, and auto purchases

In addition to our benefits package, HCA offers an annual Cost-of-Living Adjustment, or COLA, to help offset inflation. COLA increases typically range from 0% to 5%, are applied uniformly rather than based on individual performance, and are processed near each employee's anniversary date.

HCA also provides a Service-Based Increase after every five consecutive years of employment. This is a fixed 3% increase that recognizes an employee's long-term commitment and the institutional knowledge they've built over time. The service-based increase is separate from COLA, which means an employee may receive both within the same fiscal year.