



APEX
NORTH CAROLINA

THE TOWN OF APEX

Invites Your Interest in the Position of

**COMMUNITY DEVELOPMENT and
NEIGHBORHOOD CONNECTIONS DIRECTOR**



- ✓ 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 Community:

Settled in the 1860s and incorporated in 1873, the Town of Apex acquired its name due to its location as the highest point on a 30-mile stretch of the Chatham Railroad line that ran between Richmond, Virginia, and Jacksonville, Florida. Located in southwest Wake County, Apex and the surrounding area experienced unprecedented growth in the 1990s following job creation in Research Triangle Park and the nearby large universities. From a population of 5,500 in 1990 to nearly 73,000 as of April 2022, Apex continues to experience exponential growth. In fact, since the 2010 Census, the population of Apex has increased by 101.79%, and recent growth estimates identify an annual growth rate of over 7.62%.



TOWN OF APEX

#1 Best Place to Live in the US

Money Magazine ranked Apex as the #1 Best Place to Live in the US in 2015 due to high-paying jobs, excellent schools, affordable housing prices, and more!

The 14th largest city in North Carolina, Apex is known fondly today as “*The Peak of Good Living*,” and results from a [2020 Citizen Survey](#) indicate that 96% of community members believe the town is an excellent or good place to live. Apex is a growing, thriving town working to balance that “small town” feel that so many community members value with the reality of being a mid-sized community in North Carolina. Situated within the Research Triangle area, Apex is less than 30 minutes from 3 Tier 1 Research Universities: University of North Carolina at Chapel Hill, North Carolina State University and Duke University.

The well-preserved downtown business district and the trains that still run through the town are a reminder of the past, while new subdivisions, shopping centers, parks, and businesses have enhanced the lifestyle of Apex community members. History buffs flock to the town’s central business district, with multiple structures listed on the coveted National Register of Historic Places. Just step inside the Halle Cultural Arts Center and learn about the building’s history, dating back to 1912. The Halle is now a modern center for exhibitions, musicals, and plays.

With over 400 acres of parkland, Apex fosters an active community. Unique to the town is a disc golf course at Apex Nature Park and the Rodgers Family Skate Plaza, a 24-hour custom-designed skate park. Families drive from all around to visit Kidstown Playground at Kelly Road Park, one of the few remaining wooden playgrounds in the area. Those seeking a physical challenge will love the town’s Elevate Fitness course (think Ninja Warrior) at the Apex Community Park.

Downtown Apex hosts nearly a dozen street festivals and special events throughout the year, attracting thousands of attendees. PeakFest is a signature community event, drawing artisans from all over the state with their unique wares. Dozens of barbecue-cook teams from across the country descend on Downtown Apex for the Peak City Pig Fest. The town celebrates diversity, inclusion, and belonging with cultural festivals and events including the Latino Arts Festival, Russian Festival, Black History Month, Women’s History Month, and Juneteenth.

WHAT MAKES THE TOWN OF APEX THE PEAK OF GOOD LIVING?



A WELL-PRESERVED DOWNTOWN AREA

History buffs flock to the town’s central business district, with multiple structures listed on the coveted National Register of Historic Places, such as the Halle Cultural Arts Center (photo above), which now serves the Town as a modern center for exhibitions, musicals, and plays.



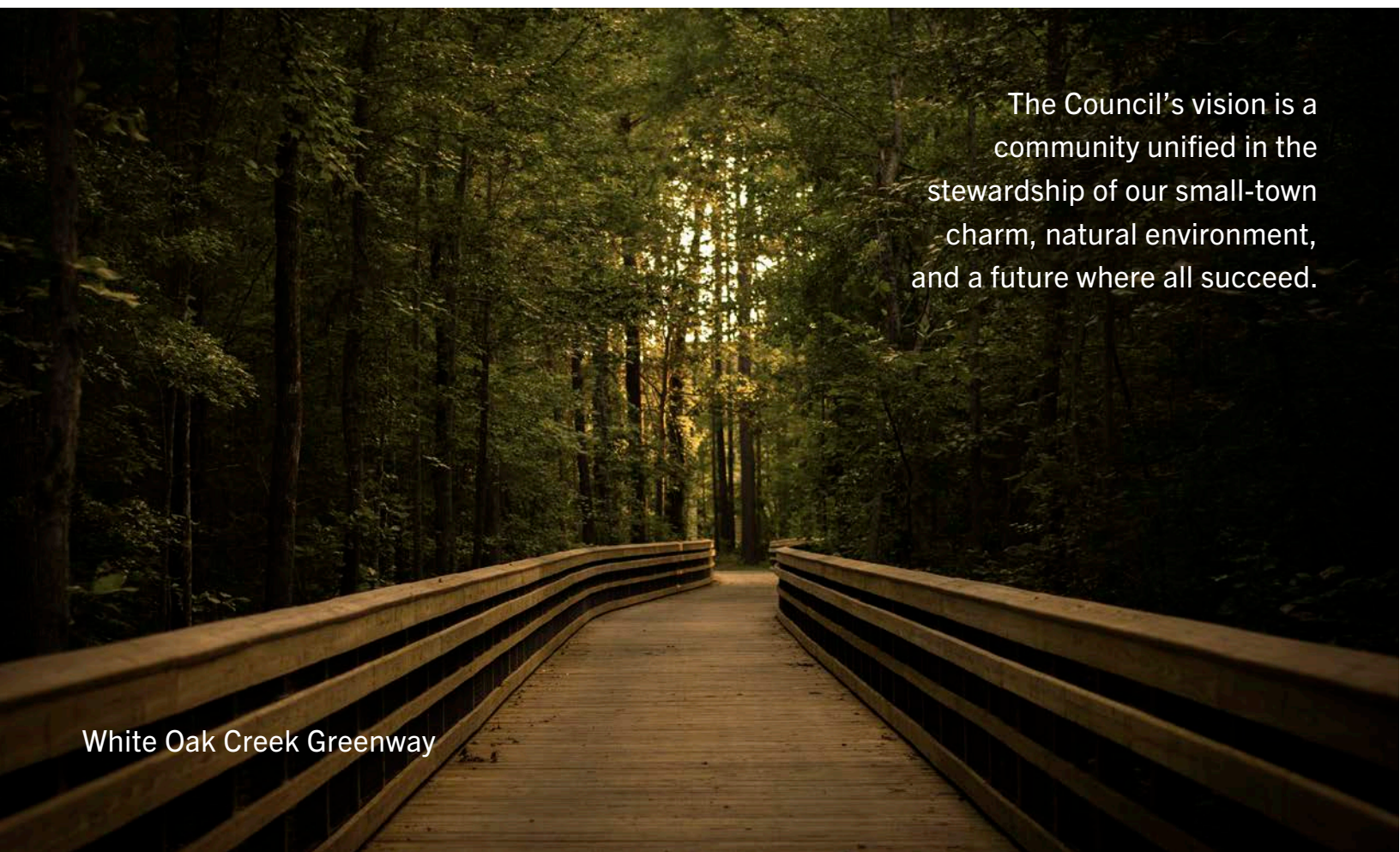
AN ACTIVE, FAMILY-FRIENDLY COMMUNITY

With over 400 acres of parkland, Apex offers many family-friendly activities, such as Kidstown Playground at Kelly Road Park, (top photo), a disc golf course at Apex Nature Park and the Rodgers Family Skate Plaza, a 24-hour custom-designed skate (bottom photo).

About the Organization:

The Town of Apex, which operates under the Council-Manager form of government, provides exceptional public service that cultivates opportunity for the individual and community to live, thrive, and reach their peak. The Town employs 579 benefitted positions (full and part-time) and 150 seasonal employees across 19 departments. The [2022-23 Operating Budget](#) totals \$178M for all funds and is supported by a tax rate of \$.41 per \$100 of assessed tax value. The FY23 budget added an additional 55 positions and several new departments. The Council's vision is a community unified in the stewardship of our small-town character and natural environment, for a future where all succeed. This vision is realized through the following strategic goals that guide the future of the Town of Apex:

- **A Welcoming Community:** Create a safe and welcoming environment fostering community connections and high-quality recreational and cultural experiences supporting a sense of belonging.
- **High-performing government:** Deliver exceptional service valuing an engaged workforce with an emphasis on efficiency, collaboration, innovation, and inclusion.
- **Economic Vitality:** Improve and sustain an environment that invites and retains a diversity of residents, employment opportunities, and businesses.
- **Responsible Development:** Encourage equitable and sustainable development that provides accessibility and connectivity throughout the community.
- **Environmental Leadership:** Commit to sustaining natural resources and environmental well-being.



The Council's vision is a community unified in the stewardship of our small-town charm, natural environment, and a future where all succeed.

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.*



Key Position Priorities:

- Develop the Town's long-term community engagement strategy using quantitative and qualitative data to determine desired direction and location of the Town's community and housing development work.
- Immerse him/herself in the community conducting a thorough community needs assessment to intimately gain understanding of the needs of the community while building and establishing trusting relationships with stakeholders.
- Continue to build the Community Development and Neighborhood Connections department by assessing workplace needs, filling vacant positions, and establishing foundational departmental culture, values, and vision while nurturing a cohesive working environment.
- In partnership with the Housing Program Manager, implement the Town's affordable housing plan while increasing the capacity of the housing team and improving affordable housing options for low to moderate individuals.

*The Town of Apex is a growing, dynamic community, and among the key priorities for the first **Community Development and Neighborhood Connections Director** will be to collaborate with Town Council, non-profit organizations, internal and intergovernmental partners, developers, community members and other stakeholders to implement effective solutions for affordable housing, workforce housing and community connections.*



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.

The Successful Candidate Is:

- knowledgeable of federal, state and local laws, and regulations governing the administration of housing and financing programs, housing development and preservation strategies including the implementation of HUD regulations;
- experienced and successful in developing, and implementing a broad range of successful affordable housing and community engagement initiatives;
- skillful in navigating challenging issues regarding housing and development that ignite passions of community members and elected officials;
- adept in overseeing daily operations; developing short- and long-term goals; improving processes , and developing programs and procedures;
- a strong advocate for staff who values accountability while holding realistic and fair expectations of self and others;
- proactive in increasing and preserving collaboration and cohesiveness within and across departments, through external relationships with community members, local stakeholders/non-profits, and business leaders to effectively meet the Town's goals and internal relationships within Town Departments;
- an excellent and effective communicator, including one on one, small groups and public speaking, who both listens effectively while confidently and persuasively engaging community members and groups, staff, and Council;
- a strategic problem solver who seeks information from multiple sources, communicates ideas and decisions effectively, and evaluates results;
- an expert in utilizing data and metrics to propose solutions and make decisions;
- skilled in budget development and management, monitoring and accounting controls, processing and managing contracts, policy development and application, effective personnel management, and development;
- experienced in "walking the talk" on community inclusion, diversity, and equity as it relates to language access, community safety, equitable housing, and community and economic development;
- knowledgeable of creative programs/methods that fund initiatives; and,
- skilled in initiating policy development and revision to respond to ever-changing community needs.

Salary:

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.

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.

To learn more about the selection process, visit <https://developmentalassociates.com/client-openings/>, select “Client Openings” and scroll down to “Important Information for Applicants.” 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 hiring@developmentalassociates.com.

The Town of Apex is an Equal Opportunity Employer.



The recruitment and selection process is being managed by Developmental Associates, LLC

Employee Benefits:

The Town provides an excellent benefits package.

Insurance

Health
Dental
Vision
Life

Paid Leave

Vacation
Sick Leave
Bereavement
Paid Parental
Paid Caregiver
Professional Leave

Retirement and Supplemental Retirement Holidays and Floating Holidays

Other Perks

Credit Union
Longevity Pay
Recognition Programs
Tuition Reimbursement

Voluntary Benefits

Employee Assistance Program
Flexible Spending Account
Short Term Disability

Visit

<https://www.apexnc.org/163/Employee-Benefits>

to learn more.