



# Chapel Hill

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# North Carolina



Invites your interest in the position of

**Director of Housing and Community Development**



## Why Chapel Hill?

- Equidistant from mountains and beaches
- Minutes away from Research Triangle Park with access to research and tech companies
- Home to University of North Carolina – CH
- Fare free bus system
- Well-educated and diverse citizenry
- Community-minded businesses
- Political activism and public engagement
- James Beard award winning restaurants
- Seasonal festivals and community events
- Active, local music scene
- Iconic Downtown
- National champion Tarheel basketball team
- Passion for Carolina Blue!



## Chapel Hill by the Numbers

- Population: 59,376 residents, 29,135 UNC enrollment
- Median Age: 25.7
- Budget: \$100.7 Million for all funds
- Property Tax Rate: 52.4 cents / \$100 assessed value
- Public Schools: Ranked No. 1 in North Carolina and No. 202 nationally out of 10,754 districts (Niche.com, 2018)
- Chapel Hill Transit: 7 million fare free rides / year
- Parks, Open Space and Greenways: 740+ acres
- Median household income - \$86,400
- Median Home Value: \$486,733
- Affordable Housing Stock: 1,156 subsidized units
- Race and Ethnicity: White 73%, Asian 12%, Black 10%, Hispanic or Latino of any Race 6.4%
- Cultural Diversity: 17% born outside United States
- Education: 73% earn Bachelor or greater
- Number of Nobel Prize winners: 2!

- Are you a collaborative leader who can build trust, support staff growth, and guide a team through growth and change?
- Can you turn ambitious affordable housing plans into action while working closely with internal teams and consultants to reposition housing for the future?
- Do you excel at building strong relationships with community stakeholders to advance shared housing and development goals?

If this sounds like you, the vibrant and progressive Town of Chapel Hill invites you to apply for its **Director for Housing and Community Development**. The Director provides executive leadership and leads a mission-driven team dedicated to creating *"a vibrant and inclusive community where all residents have access to affordable housing and opportunities to thrive."* This role offers an opportunity to provide steady, strategic leadership, guide staff through change, and foster a high-performing, collaborative culture. The **Director** will lead both public and affordable housing challenges, support affordable housing redevelopment projects, and help expand housing opportunities in line with the Town's vision of a Complete Community.

## About the Organization:

The Town's mission is *Learning, Serving, and Working Together to Build a Community Where People Thrive*. Our organization's RESPECT values (Responsibility, Equity, Safety, Professionalism, Ethics, Communication, and Teamwork) are the basis for our choices. They are reflected in our behavior and decisions every day. They are our compass as we accomplish our mission and objectives. As a result, residents have consistently rated Chapel Hill as "high-performing" in biennial community surveys.

In the past three years, the Town has transitioned to a five-year budget outlook aimed at ensuring organization-wide sustainability and economic resiliency. The Town consistently wins awards for its annual budget and financial report.

The Town operates under a Council-Manager form of government, with the Town Manager reporting to a nine member Town Council, led by the Mayor, and who are all elected at-large. The Town Manager works with the Council to carry out their strategic priorities. Chapel Hill's strategic focus for the future is guided by the community vision established in the Chapel Hill 2020 Comprehensive Plan, refined with our 2023 Complete Community framework. The Town Council will be refining and refocusing their strategic vision in early 2026, which will guide departmental business plans and strategic initiatives. The Town prides itself on equitable community engagement. It offers multiple ways for the community to become involved, share input, and stay informed through the Community Connections Strategy and Engagement Study Implementation, Advisory Boards and Commissions, and state-of-the-art communication tools such as an open data Web platform and social media to community surveys.

The Town of Chapel Hill's FY2025-26 budget is approximately \$164 million, a 4% increase over the prior year. The General Fund budget is approximately \$95M. There are several enterprise funds, including funds for transit, storm water, parking, and public housing.

Chapel Hill's current tax rate is .50 cents per \$100 valuation. A portion of the tax rate is dedicated to affordable housing, transit and debt service. There is also a Downtown Service District tax. The tax rate decreased by almost 5 cents from FY2024 to 5.8 cents above the revenue neutral tax rate. Chapel Hill is primarily located within Orange County with a small portion in Durham County. In Orange County, the FY2025-26 tax rate is \$.683, and in Durham County \$.554. In the Chapel Hill / Carrboro School system there is a special district school rate of \$0.1479.

## About the Department and the Position:

The Affordable Housing and Community Development Department includes 2 divisions focused on providing affordable housing and building community.

The Department's affordable housing division, led by an Assistant Director, oversees implementation of the Town's affordable housing initiatives, including housing created through the Council's affordable housing zoning policies, development of housing on Town-owned land, the federally funded Community Development Block Grant program, transitional housing, and an employee housing program. The team uses a combination of federal and local funds to carry out the Council's vision. Our team works collaboratively with Town departments, community partners, the development community, and affordable housing advocates to achieve the Council's affordable housing goals.

Chapel Hill is one of the few municipalities in North Carolina that manages a Public Housing program, with the Town Council serving as the Board of Directors. The Town's 296 public housing units are located within 11 communities throughout Town, and one in Carrboro. We've recently completed an operational evaluation and have prioritized development of a Public Housing Repositioning Plan this calendar year. Hiring an Assistant Director to manage day-to-day operations for Public Housing is a key priority for the Director.

Reporting to the Town Manager, the **Director of Housing and Community Development** serves as the Town's chief housing leader, providing strategic direction across affordable and public housing, as well as community development initiatives. The **Director** must have a strong working knowledge of federal, state, and local housing laws and funding programs, fair housing requirements, and best practices in housing development, finance, neighborhood revitalization, and urban planning, with a focus on equity and strategies to address housing instability and displacement.

The Director has 3 direct reports, and a team of 18 FTEs. The **Director** sets departmental priorities, evaluates program performance, and guides implementation of the Town's Affordable Housing Strategy and Investment Plan as well as a public housing operational plan currently in development. The **Director** ensures departmental operations align with Council priorities and the Town's strategic plan, manages resources effectively, and builds strong relationships with staff, elected officials, community partners, and community members.

The Town is launching a new website on January 15<sup>th</sup> and we encourage applicants to check periodically for the most recent information about the organization and the department.

## Qualifications:

A bachelor's degree is **required**; a master's degree in planning, Public Administration, or a related field is **preferred**. Or, any equivalent combination of training and/or experience that provides the required knowledge, skills, and abilities may be substituted. Work history must include well-rounded experience with a minimum of 7 years of progressively responsible leadership in affordable housing and community development. Local government experience and knowledge of public housing operations are desirable. A valid NC driver's license and/or reliable means of transportation to and between job sites are required.

## Our Values

### Responsibility

We acknowledge that our duties impact the jobs of many other employees. We take ownership over our roles within the organization as a way to demonstrate our consideration for the time and efforts of our fellow employees as well as pride in our own work.

### Equity

Although we may hold different roles in the organization, we all work toward the common goal of serving the Town and the Town's residents and customers. Therefore, we seek and support policies and actions that are administered consistently and fairly to everyone regardless of rank, tenure or personal background.

### Safety

We strive to maintain our own mental and physical well-being and the well-being of those around us. We are dedicated to a work environment that minimizes risk of injury or accident. We are also dedicated to an environment that provides for honest and courteous discussion of workplace issues without fear of repercussion.

### Professionalism

We are committed to the excellence and accountability of our own performance as well as the performance of the organization. We carry out our jobs efficiently and effectively, are open to feedback about our performance and show a willingness to learn.

### Ethics

We conduct ourselves in a way that is consistent with and deserving of the level of trust that has been placed in us by the community members of Chapel Hill.

### Communication

We take part in constructive dialogues and set clear goals and expectations so we may better understand our roles in the workplace. Our organizational values serve as a common language when discussing each other's decisions and actions.

### Teamwork

We participate in a cooperative work environment in order to support each other in our service to the community. We encourage an environment that fosters innovation and creativity.

## Key Position Priorities:

- Refine and execute a clear strategic direction for the department, aligning operations, capital planning, and resources with the Town's housing and community development goals;
- Lead the implementation of the Town's Affordable Housing Strategy and Investment Plan;
- Lead development and implementation of a Public Housing Repositioning Plan for the Town's 12 Public Housing neighborhoods while maximizing use of federal and private resources;
- Build and sustain a strong departmental culture through effective leadership, staff development, performance management, and organizational capacity building;
- Develop and maintain strong relationships and actively engage with community members, stakeholders, and partners to advance housing and community development initiatives;
- Use data and analysis to inform decision-making, prepare reports for internal and external audiences, and identify innovative solutions to meet departmental objectives and resource challenges.

## About the Community:

The Town of Chapel Hill was established in 1793 to support the University of North Carolina (UNC), the Nation's first public University. This thriving, multicultural university community has a population of about 62,000 and frequently appears in national "best place to live" listings. As home to the Nation's first public institution of higher learning and a lively and successful Tar Heel sports program, Chapel Hill is a picturesque community of 21 square miles filled with trees, historic and mid-century architecture, and a thriving downtown.

Located less than three hours from beautiful beaches and mountains and 30 minutes from RDU airport, Chapel Hill is part of the rapidly urbanizing Research Triangle region. It is a recognized pioneer in education, research, and innovation—a place where ideas are born. Home to brilliant minds, award-winning restaurants, innovative businesses, highly rated public schools, museums, galleries, festivals, athletic events, and a vibrant music and performing arts scene, community members and visitors have abundant opportunities in this creative Town. The Town's fare-free transit system, one of the first in the Nation, provides community members with accessible transportation.

Demographically, Chapel Hill's racial composition ([Census.gov](https://www.census.gov)) is 67% white, 13% Asian, and 11% black. About 7% of the population is Hispanic or Latino of any race. The median income is \$85,825, and the average home price is \$576,500. Over 75% of adult residents hold a bachelor's degree, and 45% have a master's degree or higher.



## The Successful Candidate is:

- A trusted and steady leader who exemplifies the Town's Values of RESPECT, demonstrating integrity, sound judgment, and the ability to guide the department through change while achieving meaningful results;
- Committed to building trust, empowering staff, and fostering a collaborative, high-performing culture where every team member can grow and contribute;
- Skilled at mentoring, coaching, and providing professional development opportunities to strengthen individual and team capabilities;
- Open-minded and innovative, continuously seeking and applying best practices, industry trends, and creative solutions to advance housing and community development goals;
- Adept at building and sustaining strong relationships with employees, elected officials, community partners, and residents to drive shared priorities and partnerships forward;
- Collaborative and versatile in communication, able to effectively engage diverse audiences, work closely with the Town's Communications Division, and deliver clear, confident presentations and public-facing messages;
- Proficient in negotiation, conflict resolution, and facilitation, navigating complex issues with empathy, fairness, and a solutions-oriented mindset;
- Passionate about equity and inclusion, advocating for housing solutions that address instability, displacement, and barriers to opportunity in the community; and,
- Visionary and action-oriented, capable of leading ambitious initiatives, implementing plans effectively, and shaping the future of affordable housing and community development in Chapel Hill.



## Employee Offered Benefits

- Health Insurance
- Dental Insurance
- Retirement Health Savings Plan
- Paid Time Off (Vacation, Sick, Holidays, Funeral Leave, Parental Leave)
- Local Government Retirement System
- Supplemental Retirement Plans (5% contribution to NC 401K and Optional 457 Deferred Compensation Plan).
- Disability Insurance (Short Term, Long Term, Optional Voluntary Short Term)
- Life Insurance
- Employee Assistance Program
- Direct Deposit
- Credit Union
- Free Parking
- Annual longevity payment after year 5
- Tuition Assistance



## Salary and Benefits:

The salary range for this position is \$129,504 - \$207,207. Compensation is negotiable based on experience and qualifications. View the Town's excellent benefits package [here](#). To apply, please visit <https://www.governmentjobs.com/careers/developmentalassociates> and click on the title of Director of Housing and Community Development – Town of Chapel Hill, NC. **Please note the following:**

- All applications must be submitted online via the Developmental Associates application portal (link above) – NOT the town's employment application portal or any other external website.
- Resumes and cover letters must be uploaded with the application.
- Applicants should apply by **February 4, 2026**.
- The hiring team will invite successful semi-finalists to participate in skill evaluation on **March 3-4, 2026**. Final interviews will occur in person after that point. Candidates are encouraged to reserve these dates for virtual meetings should they be invited to participate.
- Direct *inquiries* to [hiring@developmentalassociates.com](mailto:hiring@developmentalassociates.com).

The Town of Chapel Hill does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor. Developmental Associates, LLC manages this position's recruitment and selection process. To learn more about our selection process, visit <https://developmentalassociates.com/client-openings/>, select "Client Openings," and scroll down to "Important Information for Applicants."



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

