



## Human Resources

Oakland Livingston Human Service Agency

196 Cesar E. Chavez Ave.

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(248) 209-2615 FAX

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### VENTURE DEPUTY DIRECTOR FOR OPERATIONS

**Division:** Finance

**Department:** N/A

**Supervisor:** Chief Financial Officer

**FLSA Status:** Exempt- Administrative

#### Job Mission:

To facilitate the day to day operations of Venture, Inc. including contract management, file management, identifying home buyers, and working with funding sources to ensure that Venture, Inc. maintains compliance with all Community Housing Development Organization (CHDO) standards. Work with the President of Venture to develop new opportunities for funding and setting strategic direction for the agency.

#### Performance Standards:

1. Oversee daily operations of Venture, Inc. including contract management, assuring projects are completed in a timely manner and that files are complete and properly documented.
2. Identify income eligible homebuyers. Assist potential homebuyers in completing all steps of the purchase process.
3. Research, identify and apply for new and continuing grant opportunities to support Venture's strategic goals.
4. Act as property manager in the interim period between new homes completion and before properties are sold or rented.
5. Carry out other duties as assigned.

#### Qualifications:

1. Bachelor's Degree or higher in Public or Business administration, or Construction Management required.
2. Minimum three (3) years experience working on H.U.D. funded Home, CDBG, and MSHDA related funding. Grant Writing experience required.
3. Knowledge of basic computer applications and the internet in a Microsoft Office 365 environment preferred.

#### Hours & Wage

\$1085.00 per week (minimum)

40 hours per week, 52 weeks per year

#### Location

Pontiac

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