

Community Development Consultant (full-time positions throughout the U.S.)

TDA Consulting, Inc. (www.tdainc.org) – a national consulting firm providing affordable housing and community development training and consulting services to federal, state, and local governments nationwide – is seeking junior- and senior-level Consultants. The Consultants will manage projects and provide training and technical assistance in a variety of areas, including but not limited to:

- Affordable and Public Housing
- Community Development
- Disaster Recovery and Resiliency
- Green and Sustainable Practices
- Economic Development
- Homelessness and Special needs housing

Within these areas, TDA provides consulting services that include planning, program design, implementation, financial management, grant and program management and project financing.

These positions will support TDA in the following ways:

- Design and deliver technical assistance and consulting services related to areas identified above;
- Design and deliver workshops, clinics, conferences, facilitations, and other training courses related to areas identified above
- Undertake assessments, surveys, and discussions to identify barriers to program performance and provide recommendations for improvement, training, and/or technical assistance to address deficiencies;
- Prepare written documents in response to training and technical assistance assignments including slide presentations, lectures, exercises, case studies, checklists, flowcharts, reports, guidebooks, policies, procedures, plans, and other materials;
- Oversee all aspects of project management, including setting deadlines, assigning responsibilities, monitoring and summarizing progress, overseeing budget and expenditures, ensuring quality control, and preparing reports regarding project status; and
- Maintain positive working relationships with clients.

The ideal candidate will have:

- Significant knowledge of the U.S. Department of Housing and Urban Development's programs;
- At least five years of experience in the field of training and technical assistance, with the administration of HUD programs at the federal or local level, and/or in the areas identified above
- Relevant certifications, such as certification from HUD as a HOME Program Specialist – Regulations;
- An attention to detail and the ability to manage multiple priorities simultaneously;
- An ability to operate effectively in a virtual environment;
- A positive attitude and the ability to work effectively on a team in leadership and support roles;
- Excellent communication skills, both written and oral;
- The ability to travel when appropriate; and
- A bachelor's or master's degree from an accredited university in city planning, business, public administration, or other related field.

TDA offers a competitive salary and benefits package. Positions are available on both salaried and contract basis.

TDA is an Equal Opportunity Employer.

Interested candidates should email a cover letter and resume to HR@tdainc.org.

