



Consultant – HUD Policy and Programs

Capital Access, Inc. welcomes qualified professionals to apply for the HUD Policy and Programs Consultant role to support our growing HUD Technical Assistance and Consulting team.

Established in 1995 and based in Philadelphia, Capital Access is a remote consulting and program management firm that specializes in housing and community development. We have served as a technical assistance provider under HUD's Community Compass Technical Assistance Program since 2000 and under HUD's Distressed Cities Technical Assistance Program since 2023, helping hundreds of state, local and tribal grantees build capacity and design responsive, impactful programs. We offer expertise in CDBG, HOME, disaster recovery and mitigation, Section 108, COVID relief programs, cross-cutting topics and beyond. Please see www.capitalaccessinc.com for more details on our core services and impact.

The HUD Policy and Programs Consultant will report to the Director of Policy and HUD Technical Assistance and provide a range of consulting, training, program design and policy expertise. The ideal candidate will be passionate about helping communities heal and thrive through delivery of high-quality consulting and technical assistance services in accordance with our core values of being:

- Proactive
- Discerning
- Integrity Driven
- Collaborative
- Innovative
- Kind
- Accountable

You may be a great fit for this role if...

- You are passionate about helping communities heal and thrive.
- You have the integrity, time management and collaboration skills to work remotely as part of a team.
- You are highly detail-oriented and have excellent writing skills, especially the ability to simplify complex concepts into plain language.
- You are a critical thinker and do not hesitate to ask questions.
- You are not afraid to dive into federal regulations and policy documents to assist clients in implementing their housing and community development programs.

Responsibilities

- **Consulting and Technical Assistance:** Deliver expert consulting and technical assistance to state, local, and tribal governments implementing housing, community development, disaster recovery and other initiatives.
- **Document Development:** Provide feedback and draft support on plans, policies, procedures and other guiding documents.

Helping communities thrive.

- **Program Design:** Assist in the strategic design and implementation of effective housing, infrastructure, economic revitalization, disaster recovery and other programs.
- **Financial and Grants Management:** Offer guidance on effective financial management and assist grantees with navigation of federal reporting systems such as IDIS and DRGR.
- **Policy and Regulatory Leadership:** Lead discussions on policy and regulatory matters related to delivery of HUD programs and other federally funded initiatives.
- **Tool and Template Development:** Develop tools, templates and other resources to streamline processes and enhance the efficiency of projects and programs.
- **Training and Capacity Building:** Present engaging and accessible capacity-building sessions to grantees, subrecipients, developers, and contractors using adult learning principles.
- Other duties as assigned.

Required Qualifications

- Bachelor's degree and 5+ years of experience in a housing and community development role or equivalent related work experience.
- In-depth knowledge of HUD programs such as CDBG, HOME, CDBG-DR/MIT, ESG, HOPWA and/or Continuum of Care.
- Excellent writing, speaking and presentation skills and attention to detail.
- Ability to work collaboratively and build trust with both clients and colleagues.
- Strong sense of integrity and proven ability to maintain discretion and confidentiality.
- Proven ability to manage multiple projects and adapt to shifting priorities.
- Critical thinking skills and willingness to engage with complex topics, particularly in the context of interpreting and applying policy and regulations.
- Proficiency in MS Word, Excel, Outlook and PowerPoint.

Preferred Qualifications

- Knowledge of cross-cutting topics, FEMA programs, planning and GIS, affordable real estate development, financial management and/or construction management.
- Previous experience consulting with or working in state or local government.
- Proficiency in IDIS and DRGR.
- Qualified individuals with lived experience as members of vulnerable populations or recipients of HUD assistance are encouraged to apply for this position.
- Fluency in Spanish or another language.

Employment Terms

- This is a remote, non-exempt, full-time position.

- Salary will align with skills and experience. This position is eligible for periodic bonuses based on performance.
- Capital Access offers a competitive benefits package including health, dental and vision insurance and matching contributions to SIMPLE retirement plan up to 3% of annual salary.

Contact

Please email resume and letter of interest to recruitment@capitalaccessinc.com. Capital Access reserves the right to request more information to help evaluate applicant qualifications and is under no obligation with respect to this job posting. Capital Access is an Equal Opportunity Employer.

Candidates will be considered regardless of race, color, religion, sex, national origin, age, sexual orientation, protected genetic information, status as a parent, lawful political affiliation, marital status, physical/mental disability (beyond what is required for successful job performance), membership or non-membership in an employee organization, or any other non-merit factor. Qualified minority candidates are encouraged to apply. Misrepresentation of your experience or education or providing false or fraudulent information in connection with your application may result in disqualification from the hiring process or termination of employment.

Thank you for your interest in Capital Access!