



Senior Consultant – HUD Policy and Programs

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

Established in 1995 and based in Philadelphia, Capital Access is a consulting and program management firm that specializes in housing and community development. Since 2000, the U. S. Department of Housing and Urban Development has engaged Capital Access as a national technical assistance provider to help state, local, and tribal communities optimize their HUD grants. We are experts in CDBG, HOME, disaster recovery and mitigation, Section 108, cross-cutting topics and beyond. (Please see www.capitalaccessinc.com for more information).

The Senior Consultant reports to the Director of HUD Technical Assistance and provides a range of consulting, training, program design and policy expertise. The ideal candidate is passionate about delivering high-quality TA and consulting services in accordance with our core values, which include:

- Proactivity
- Discernment
- Integrity
- Collaboration
- Innovation
- Kindness
- Accountability

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

- Passionate about helping communities heal and thrive.
- Proficient in attention and time management to work effectively on remote teams.
- Able to simplify complex concepts into plain, actionable language.
- A critical thinker who does not hesitate to ask questions.
- Not afraid to dive into federal regulations and policy documents to assist clients in implementing their housing and community development programs.

Responsibilities

- **TA and Consulting:** Deliver expert consulting and technical assistance to state, local, and tribal governments implementing housing, community development, disaster recovery and other initiatives.
- **Financial and Grants Management:** Support HUD grantees with financial management, compliance and reporting in DRGR and IDIS, including budgeting, accounting reconciliation, and systems troubleshooting.
- **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:** Create tools and templates to improve DRGR/IDIS accuracy, efficiency, and user management.
- **Training:** Design and deliver engaging and accessible training to HUD grantees, subrecipients, developers, and contractors using adult learning principles.

Helping communities heal and thrive.

220 Locust Street, Suite 16-C | Philadelphia, Pennsylvania 19106 | tel 215.551.2000 | www.capitalaccessinc.com

Required Qualifications

- Bachelor's degree and 5+ years in Public Administration, Finance, Accounting, or related field.
- Five+ years experience with HUD programs and systems, including DRGR and IDIS.
- Proficiency in grants and performance management and reporting
- 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

- Experience with affordable housing finance, real estate development, or construction management.
- Knowledge of cross-cutting topics, FEMA programs, planning and GIS, environmental review, affordable real estate development, financial management and/or construction management.
- Previous experience consulting with or working in state or local government.

Employment Terms

- This is a remote U.S. based position that may require travel.
- This is an exempt, at-will professional full-time employee position.
- Competitive salary and eligible for performance bonuses.
- Medical, Vision, Dental insurance, Health Savings Account, 401(k) Retirement Plan

Capital Access welcomes candidates with the above qualifications, skills, and experience to apply. Bilingual candidates are encouraged to submit qualifications. Please email resume, two references, and letter of interest to recruitment@capitalaccessinc.com.

All responsibilities listed are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Hiring is contingent upon satisfactory results of employment and background verification. This job description does not constitute an employment agreement between employer and employee and is subject to change by the employer if the needs of the business and requirement of the job change. Capital Access reserves the option to request more information about a candidate as needed.

Capital Access is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, age, disability, protected veteran status, or any other characteristic protected by law.

Thank you for your interest in Capital Access!

