



DIRECTOR OF RESEARCH AND PLANNING

APPLICATION DEADLINE IS TUESDAY, SEPTEMBER 29, 2026 AT 11:59PM

Division: Research and Planning

Reports to: Chief of Staff

Location: Nashville, TN

Full-time/Part-time: Full-time

Salary Grade: S

Monthly Salary Range Minimum: \$11,353

FLSA Classification: Exempt (03)

Critical features of this job are described under the headings below. They may be subject to change due to changes in our business processes or other business-related reasons.

POSITION SUMMARY: Oversees the Research and Planning Division: leads staff in developing state housing plans, tracking statewide housing program activity, conducting research studies on housing programs, the housing market, and housing trends, identifying and applying for funding, and encouraging and providing curated information and novel research to outside groups to assist in initiate housing programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following. Other duties may be assigned.

- Directly supervises staff; interviews, makes hiring recommendations, and trains employees; makes assignments and monitors work; develops employee skills and encourages growth and development; reviews and evaluates employee performance; addresses workplace issues and provides guidance, coaching, and disciplinary measures for staff; addresses personnel issues in conjunction with appropriate leadership and the Human Resources division.
- Provides vision and cohesion for the team, ensuring the division's activities are in alignment with the Agency's mission and strategic plan.
- Develops focused Research Support Strategy that includes the development and continued maintenance of transparent analytical housing data tools and products for internal and external partner use.
- Utilizes the diverse skills of the research and planning staff to perform their roles and the responsibilities of the division.
- Expands housing opportunities for Tennesseans by providing research and analysis that informs policy and program implementation.
- Oversees working relationships and information shared with external stakeholders.
- Oversees Agency Program Evaluation Initiative
- Supervises and coordinates preparation of the annual statewide housing plan on housing needs and programs.
- Coordinates with other agencies and groups concerning statewide housing plans.
- Works with other division staff to translate research results into needs assessments and program evaluations.
- Ensures the division utilizes research methods and analytical techniques applicable to housing policy; including the implementation of a recurring staff training program on statistical coding and advanced research methods
- Keeps abreast of federal regulatory changes and their impact on program plans.
- Tracks and compiles information on housing programs statewide, their level of activity, and comparisons to plans.
- Identifies effective programs and funding sources for affordable housing.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, and/or abilities required.

Education and Experience:

- Bachelor Degree required; Master's degree in housing policy, public policy, social sciences, real estate finance, economics, business or related field preferred.
- Four years of increasingly responsible management and leadership experience.
- Three years of experience in planning or program development.

The above qualifications express the minimum standards of education and/or experience for this position. Other combinations of education and experience, if evaluated as equivalent, may be taken into consideration.

Knowledge, Skills, Abilities, and Competencies:

- Ability to effectively manage and mentor staff; ability to plan, schedule, and evaluate the work of others, delegate work assignments, and set expectations.
- Ability to recognize talent and cultivate capabilities in direct reports.
- Knowledge of affordable housing programs and funding sources, or the ability to quickly become familiar with these, including: Tax Exempt Mortgage Revenue Bonds; Community Planning and Development formula grants (Community Development Block Grants - CDBG, HOME, Housing Trust Fund - HTF, Housing Opportunities for Persons With AIDS -HOPWA); Low Income Housing Tax Credit; Housing Choice Voucher; and Public Housing.
- Knowledge of real property, terms, types of ownership in real estate, deeds, mortgages, etc.
- Knowledge of real estate and credit market dynamics.
- Basic knowledge of principles of urban planning and land use entitlement processes.
- Ability to formulate concise research questions.
- Ability to utilize census data and market intelligence to inform program implementation.
- Familiarity with operations of the Government Sponsored Entities and the Federal Housing Finance Agency, or the ability to quickly become familiar with these.
- Knowledge of applied research practice and statistical methods.
- Ability to accurately interpret complex federal regulations.
- Ability to provide vision and leadership; contributes to decision-making affecting organizational strategy.
- Demonstrates the ability to build and maintain positive relationships with the organization's board members, Executive Team, Leadership Team, and staff.
- Communicates effectively and regularly with staff, including staff in planning, decision-making, and process improvement; makes self available to staff.
- Ability to think creatively and work independently.
- Superior communication skills, both written and verbal, to effectively address all levels within the organization.
- Maintains credibility through sincerity, honesty, and discretion.
- Strong organizational skills.
- Prioritizes and plans work activities effectively; uses time efficiently.
- Consistently meets deadlines.
- Maintains a high level of confidentiality.
- Documents regularly, thoroughly, accurately, and completely.
- Ability to effectively manage complex projects while working under pressure to meet deadlines.
- Detail oriented, logical, and methodological approach to problem solving.
- Computer literate; proficient in Microsoft Word, Excel, Outlook, and the internet; able to effectively adapt to and use other computer systems as needed for daily activities to include, but not limited to statistical software like, R, and Power BI, Tableau, ArcGIS and GIS mapping systems.

Special Demands:

The special demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this job.

- Current, valid driver's license from domicile state and the ability to drive.
- Occasional in-state and out-of-state travel, including overnight travel.
- While performing the duties of this job, the employee is regularly required to sit; stand; use hands to finger, handle or feel; and talk and hear.
- The employee is occasionally required to walk; reach with hands and arms, and stoop, kneel, or crouch.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

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