

Fairfax County Government

Department of Housing

Development Engagement and Outreach Manager (Housing Community Developer IV) - ELT-HCD-25001

Agency: Department of Housing and Community Development

Job#: ELT-HCD-25001

Hours: Part-time - up to 1,560 hours per year (approximately 30 hours per week)

Salary: Commensurate with experience

Location: 3700 Pender Drive, Fairfax, Virginia 22030

Apply now: Help shape a more inclusive and affordable Fairfax County through innovative, community-centered engagement. Interested individuals should submit a cover letter and resume to Anna Shapiro, Deputy Director, Real Estate Development, anna.shapiro@fairfaxcounty.gov

Are you an experienced leader in community engagement and stakeholder outreach? Do you want to make a tangible impact on affordable housing in one of the nation's most dynamic counties? Join the Fairfax County Department of Housing & Community Development (HCD) as our Engagement Manager and help drive the County's mission to deliver 10,000 net new affordable housing units by 2034.

Under the direction of the Deputy Director for Real Estate Finance and Development, the Engagement Manager plays a strategic leadership role in developing and executing HCD's Engagement Framework. You will oversee the agency's engagement efforts for affordable housing development, capital improvement, and preservation projects assuring inclusive, consistent, and effective outreach across the county. This is a high-impact role that blends strategic planning, stakeholder coordination, and hands-on leadership. You will manage cross-departmental collaboration, advise project teams, and shape the future of public engagement in housing policy and development.

Key Responsibilities

- Lead the development and implementation of HCD's Development Engagement Playbook to streamline outreach efforts and embed best practices in all engagement activities.
- Manage and coordinate engagement efforts across HCD's Development Sections, ensuring consistency with the agency's strategic goals.
- Build capacity among agency staff and community partners through training, guidance, and technical support in inclusive engagement practices.
- Serve as a liaison to public officials, private developers, nonprofit organizations, and community members on all matters related to engagement for development and preservation projects.
- Design and implement engagement plans tailored to individual housing development projects, with a focus on reaching underserved communities and overcoming barriers to participation.
- Lead planning and implementation of the annual development-focused industry engagement event, curating content, speakers, and strategic outreach to industry leaders and stakeholders.
- Represent HCD at public meetings, community events, and stakeholder forums—some of which may occur during evenings or weekends.
- Support day-of logistics of engagement events.

What We're Looking For

- Demonstrated experience managing community engagement or outreach programs in a public policy, planning, or housing development context.
- Strong knowledge of affordable housing development and the social and economic issues affecting low- and moderate-income communities.
- Expertise in inclusive public engagement practices and stakeholder collaboration.
- Proven leadership, communication, and project management skills.
- Ability to work cross-functionally and build consensus among diverse teams and community partners.

Why Join Us?

- Impact: Lead the charge in engaging communities around transformative affordable housing projects.

- Leadership: Take ownership of a growing engagement program with visibility across the County.
- Flexibility: Enjoy workplace flexibility options, including telework and alternative scheduling.
- Purpose: Help build an equitable future for Fairfax County residents.

Minimum Qualification: [Any combination of education and experience and training equivalent to the following](#): (Click on the aforementioned link to learn how Fairfax County interprets equivalencies for "Any combination, experience, and training equivalent to") Depending on the area of expertise listed below, any combination of education and experience equivalent to a bachelor's degree plus the required years of experience will be considered.

Graduation from an accredited four-year college or university with a bachelor's degree in a related field of study such as planning, engineering, architecture, economics, construction science, business or public administration, finance, real estate, social work, public policy or other related field; plus four years of experience related to an assigned program area.

The assigned program areas - Community Outreach and Engagement, Housing and Community Development, Program/Project Management, or Public Policy/Planning.

Physical Requirements: Work is generally sedentary in nature; however, incumbent is required to frequently move about to perform office work such as accessing files, attending meetings, making presentations, operating general office equipment, and performing other essential job duties; may be required to move items up to approximately 15 pounds in weight. Ability to read information on a computer monitor; effectively communicate; operate keyboard-driven equipment and computer. All duties performed with or without reasonable accommodations.

Special Requirements: The appointee to this position will be required to complete a criminal background investigation and driving records check to the satisfaction of the employer.

Note: This position may not exceed 1,560 hours per calendar year.

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Certificates and Licenses Required: Motor vehicle driver's license.

Schedule: This position may not exceed 1,560 hours per calendar year. Individuals in these positions are eligible for limited employee benefits, including medical, vision and dental insurance coverage, and participation in deferred compensation and flexible spending programs, but are not eligible to earn leave or receive holiday pay.

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