

Application Form

Introduction

Applications will remain on file for a **one-year period**. You are welcome to re-apply at that time if you are still interested and have not been appointed to serve.

Please Agree with the Following Statement

I hereby acknowledge that the information I provide in this application is subject to disclosure pursuant to the North Carolina Public Records Laws, and that I provide the information contained in this application freely and voluntarily, and that I consent to such disclosure pursuant to the North Carolina Public Records Laws, and that I waive, release and discharge the City of Raleigh, its agents, employees and elected and appointed officials, from any liability related to disclosure of any information provided herein.

I Agree

Profile

	Diana	M	Youssef	
Prefix	First Name	Middle Initial	Last Name	Suffix

diana.youssef@wake.gov
Email Address

Mobile: (919) 576-6382
Primary Phone

Home Address	Suite or Apt
City	State Postal Code

Wake County Government	Housing Grants Administrator
Employer	Job Title

If uncertain about your Council District, visit the RaleighNC.gov and search by your address in the **"Find Your Services by Address"** section. Your council district will be displayed directly below the picture of your Council Member.

What district do you live in? *

E

Which Boards would you like to apply for?

Fair Housing Advisory Board: On Agenda

How did you hear about this application processes?

Another board member

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board or commission?

I am committed to advancing equity, access, and fairness in housing. With over 11 years in the affordable housing and community development space, I have seen firsthand the barriers that many residents face in securing safe and stable housing. I bring both professional experience and a strong personal commitment to ensuring fair housing protections are upheld in our community. I believe serving on the Fair Housing Hearing Board is an opportunity to uphold residents' rights, promote accountability, and ensure our community remains inclusive and just. I am particularly interested in contributing my knowledge of housing policy, public engagement, and regulatory processes to help ensure fair, impartial, and thoughtful decisions.

Please describe your work, education and volunteer experience in the following sections or optionally upload a resume.

Work Experience

I bring over a decade of experience in affordable housing and community development, with a strong focus on advancing equity and fair housing access. In my current role as Housing Grants Administrator for Wake County, I administer multi-million-dollar HUD entitlement programs and lead the development of key planning documents including the regional Analysis of Impediments to Fair Housing Choice. My work emphasizes compliance with federal regulations, stakeholder collaboration, and public engagement to ensure housing programs serve low- and moderate-income households effectively. These experiences have deepened my commitment to ensuring all residents have fair and equitable access to safe, affordable housing.

Education

I hold a Master of Public Administration (MPA) from North Carolina State University in 2024. I earned my Bachelor of Arts in Social Science, International Studies from New York University, and an Associate of Science in Business Administration from LaGuardia Community College.

Volunteer Experience

I began my involvement with Habitat for Humanity as an AmeriCorps VISTA, where I helped establish the organization's first Neighborhood Revitalization and Critical Home Repair Programs. This service allowed me to collaborate with residents, local governments, and community partners to expand access to affordable housing and secure new funding sources. Through the years, I continue to support and volunteer with Habitat, reinforcing my connection to its mission of building safe, affordable housing and stronger communities

[Diana_Youssef_Resume_September_2025.pdf](#)

Upload a Resume

Upload any additional documentation

Demographics

Diana M Youssef

Demographics - Voluntary - Not Required

Disclaimer: This Demographics Section of the Application is **not required** and by completing it, I do so **voluntarily** and acknowledge that the information I provide in this application is subject to disclosure pursuant to the **North Carolina Public Records Laws**, and that I provide the information contained in this application **freely and voluntarily**, and that **I consent** to such disclosure pursuant to the **North Carolina Public Records Laws**, and that **I waive, release and discharge** the City of Raleigh, its officers, officials (elected and appointed), employees and agents, from any liability related to disclosure of any information provided herein.

Purpose: Raleigh City Council Resolution No. 302(1986) establishes a policy that City Boards and Commissions be representative of the City's residents. The following **voluntary** questions are asked with the goal of meeting this policy and ensure diverse representation on City Boards and Commissions.

Which age group describes you?

31 - 40

Gender:

Female

Ethnicity:

Other

Sexual Orientation:

Heterosexual

For the following question, how would you define your race?

Please consider the following sub-groupings for race:

- Asian: (Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam)
- Black or African American: (Haitian, Jamaican, Nigerian, Somali)
- Native Hawaiian or Other Pacific Islander: (person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands)
- White: (Irish, German, English)

You may select more than one.

Race *

Other

Marginalized communities include those who have been [historically excluded](#) from involvement in our cities, as well as those continuing to face other barriers to civic participation. This includes those marginalized by factors like race, wealth, immigration status, and sexual orientation.

For the following question, do you identify as part of a marginalized group? If so please list and consider the following examples for marginalized groups:

- veterans
- seniors
- hearing, visually, and physically challenged persons
- women and girls
- formerly incarcerated people

Marginalized Group

MENA

Board Specific Criteria

Accurate and Complete

Please Agree with the Following Statement

I hereby certify and affirm that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents may be cause for disqualification of my application or my immediate removal from a board or commission.

I Agree

DIANA YOUSSEF

Raleigh, NC 27617 ▪ (919)576-6382 ▪ diana.m.youssef@gmail.com ▪ www.linkedin.com/in/dianay

QUALIFICATIONS SUMMARY

Strategic innovator, data-driven housing and community development professional with 10+ years of progressive experience in affordable housing, HUD grants administration, and community development. Recognized for administering multi-million-dollar federal entitlement programs (CDBG, HOME, ESG, HOPWA, HOME-ARP, ARPA/ERA2) and building strong partnerships across government, nonprofits, and community stakeholders. Expertise in housing policy, compliance, and performance management with a proven record of exceeding program goals, securing funding, and advancing equitable housing solutions.

- **HUD & Treasury Grants Management:** Skilled in federal regulatory compliance and cross-program alignment.
 - **Policy & Strategic Planning:** Lead author of Consolidated Plans, Annual Action Plans, CAPERs, and regional Analysis of Impediments to Fair Housing.
 - **Program & Project Management:** Directed neighborhood revitalization initiatives, home repair, and infrastructure projects benefiting low- and moderate-income households.
 - **Capacity Building:** Experienced in training staff, strengthening intergovernmental collaboration, and enhancing departmental policies and procedures.
 - **Bilingual:** Fluent in Arabic | AmeriCorps VISTA Alumna
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EDUCATION

1/2022 - 6/2024	North Carolina State University, School of Public and International Affairs <i>Master's in Public Administration</i>	Raleigh, NC GPA: 3.95
9/2011 - 1/2014	New York University School of Professional Studies <i>Bachelor of Art in Social Science, International Studies</i>	New York, NY GPA: 3.69 Honors: Cum Laude
9/2009 - 6/2011	City University of New York at La Guardia Community College <i>Associate in Science, Business Administration with Honors</i>	Long Island City, NY GPA: 3.82. Phi Theta Kappa Honors

CORE COMPETENCIES

HUD Entitlement Programs ► Project & Program Management ► Internal & External Stakeholder Collaboration ► Grant Administration & Compliance ► Strategic Planning & Performance Management ► Federal & Local Policy Alignment ► Data Analysis and Reporting ► Process Improvement ► Housing Policy Advocacy, Interpretation, & Implementation

RELEVANT PROFESSIONAL EXPERIENCE

Wake County Government - Housing Affordability and Community Revitalization Department

Housing Grants Administrator | Raleigh, NC | Sept 2023 – Present

Supervisor: Alicia Arnold, Deputy Housing Director

Weekly hours: 40

- Align \$5M+ annual HUD entitlement programs (CDBG, HOME, ESG, HOPWA) with County housing goals to achieve measurable outcomes.
- Lead development of HUD-required reports: Consolidated Plan, Annual Action Plan, CAPER, and regional Analysis of Impediments.
- Oversee compliance and reporting in IDIS, HEROS, SAGE, HMIS, and Treasury systems; train staff and subrecipients on regulatory updates.
- Spearhead departmental process improvements and policy updates, streamlining monitoring and grants management procedures.
- Facilitate public hearings, municipal partnerships, and community engagement sessions to advance housing access and equity.

Community Development Specialist | Raleigh, NC | October 2020 – September 2023

Supervisor: Chris Whitenhill, Affordable Housing Planner

Weekly hours: 40

- Co-led Neighborhood Revitalization Program, delivering infrastructure and public facility improvements for Low-Moderate Income communities.
- Managed HUD CDBG projects from application to closeout, ensuring compliance with National Objectives, Davis-Bacon, Environmental Reviews, and 1.5 timeliness fiscal regulations.
- Built strong partnerships with municipal governments and nonprofits, expanding program reach and leveraging additional resources.

U.S. Census Bureau, 2020 Census

Lead Census Field Manager | Raleigh, NC | May 2019 – October 2020

Supervisor: Raymond Chisham, Area Manager

Weekly hours: 40+

- Directed field operations across 6 counties, supervising 8 managers and indirectly 1,000+ field staff during 4 major Census phases.
 - Implemented large-scale training, monitored field assignments, and resolved operational challenges, and quality control under COVID-19 pandemic restrictions.
 - Delivered efficient and timely field operations, earning Subject-Matter-Expert (SME) recognition as a top-performing field office. Our Census team became the “go-to” resource for other struggling offices in the region.
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Habitat for Humanity Greater Newark, Inc.

Neighborhood Revitalization Program Coordinator | Newark, NJ | October 2016 – June 2019

Supervisor: Hema Gandhi, CFO

Weekly hours: 40+

- Secured over \$1.1M in grant funding for a Neighborhood Revitalization Plan and 5-year Implementation Period
- Launched a Community Resource Hub, expanding access to services, food pantry, and case management. The Hub became a “one-stop shop” for resource navigation and community partners to administer programs.
- Oversaw the completion of 117 critical home repairs & preservation projects, and 12 CDBG-funded projects; managed a \$75,000 annual budget.

AmeriCorps VISTA - CNCS | Newark, NJ | 1 October 2015 – October 2016

Supervisor: Hema Gandhi, CFO

Weekly hours: 40+

- Developed Habitat’s first Neighborhood Revitalization and Critical Home Repair Programs.
- Strengthened partnerships beyond donors & funders, to include local government and community stakeholders, secured new CDBG funding and other grants.

United Nations, Language and Communications Programme

Arabic Language Programme Intern | New York, NY | November 2014 – May 2015

Supervisor: Riadh Bounatirou

Weekly hours: 40+

- Increased enrollment across UN agencies through outreach campaigns
- Analyzed cross-language research to support curriculum development in Arabic and English
- Built a multi-media communication portal streamlining course access and program visibility.

U.S. Census Bureau, Census 2010

Partnership Coordinator Assistant | New York, NY | June 2009 – November 2010

Supervisor: Rafael Dominguez

Weekly hours: 40+

- Strengthen collaboration with community organizations to increase participation in the 2010 Census
- Analyzed response rate data to reinforce outreach efforts in hard-to-count communities with a high concentration of diverse immigrant populations
- Reconciled monthly expense statements and maintained recordkeeping for end of operation audit.