

## *Catholic Housing Services of Western Washington*



Human Resources  
100 23<sup>rd</sup> Ave. S  
Seattle, WA 98144  
Phone: 206-328-5721  
Fax: 206-328-5053

### **INTERNAL/EXTERNAL JOB ANNOUNCEMENT**

**POSITION TITLE:**  
Housing Developer

**REPORTS TO:**  
Director of Housing and Community Development

**OPENING DATE:**  
November 6, 2009

**CLOSING DATE:**  
Open until filled

**LOCATION OF POSITION:**  
Catholic Community Services/Catholic Housing Services  
100 23<sup>rd</sup> Avenue S.  
Seattle, WA 98144

**HOURS:** Full-time: 37.5 hours/week

**GRADE:** E22

**STATUS:** Exempt

**BEGINNING SALARY:** \$56,128+/yr. DOE

#### **POSITION DESCRIPTION:**

The Housing Developer is responsible for managing the process of planning and development of housing projects that are designed to provide affordable housing for low-income individuals or families. At any given time, the Housing Developer will handle multiple projects in various stages of development. This position will work with multiple communities, including Spanish-speaking farm workers.

#### **MAJOR DUTIES AND RESPONSIBILITIES:**

The Housing Developer is expected to have the skills to independently handle many of the tasks listed below, and may seek assistance from the Senior Housing Developer or Director of Housing and Community Development on specific aspects of complex tasks as needed.

1. Feasibility Analysis
  - a) Research and develop information required for project concept development.
  - b) Research and develop project budgets.
  - c) Provide research and due diligence on funding sources and site acquisition, including land use actions, initial site design, coordination with Champion to ensure funding, design consistent with their vision.
  - d) Lead development team through feasibility analysis, coordinating with internal staff and outside consultants to arrive at recommendations.
2. Project and Construction Management
  - a) Manage construction contract/bid process.
  - b) Manage acquisition of properties from purchase and sale agreement to closing and escrow.
  - c) Manage design process with architects including securing all land use and building permits.
  - d) Process and maintain accurate and functional filing system for all construction process documents including draws, change orders, meeting minutes etc.

- e) Participate in regular construction meetings; ensure flow of communication throughout construction process.
3. Funding Source Development
- a) Maintain open and positive relationships with public funders, investors and financial institutions.
  - b) Assist Finance and Agency leadership to understand loan, contract and other documents.
  - c) Identify appropriate funding and subsidy sources for each development project.
  - d) Prepare clear and effective private and public funding applications.
  - e) Negotiate funding documents with various funding sources and private investors.
4. Project Close-out
- a) Complete appropriate reports to all funders.
  - b) Facilitate completion of necessary cost certifications with accountants and consultants;
  - c) Complete archiving of project files.
  - d) Finalize transition of all files other materials.
5. General Responsibilities
- a) Attend trainings required of employees and staff meetings as scheduled.
  - b) Maintain cooperative relationships with residents/businesses in surrounding community.
  - c) Contribute to and support a positive, team-oriented work environment.
  - d) Perform other job-related duties as assigned.

**MINIMUM QUALIFICATIONS:**

- BA degree in finance, public administration, business, or related field.
- Two years experience in affordable housing development or related field.
- Fluency in Spanish and English.
- Demonstrated ability working as a team member.
- Proficiency in MS Word and Excel.
- Excellent oral and written communications skills.
- Experience working in diverse groups.
- Commitment to the mission and goals of the organization.

**ADDITIONAL INFORMATION:**

Contact: Rob Van Tassel, Director of Housing and Community Development  
Catholic Housing Services, 206-328-5720

**APPLICATION PROCEDURE:**

Send resume and cover letter to:

Catholic Housing Services  
HR-HD  
100 23<sup>rd</sup> Ave. S  
Seattle WA 98144

email: [jobs-aha@ccsww.org](mailto:jobs-aha@ccsww.org)  
fax: 206-328-5053

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