



# KCHA Job Announcement

600 Andover Park West Seattle, WA • 98188 • (206) 574-1100 (FAX) 574-1104

Please post to KCHA employees, residents and the general public.

## Development Manager—Hope VI

Open: 11/5/09 First Review: 11/23/2009 Close: Open Until Filled

King County Housing Authority, a high performing nationally recognized leader in affordable housing is currently seeking an experienced, talented and innovative Development Manager. Work will include planning, organizing, development, construction and managing projects in support of new residential and community development. Work will also include managing design consultants and contractors, directing real estate transactions, managing clients/resident relocations, working with non-profit and service organizations and financing activities.

**RESPONSIBILITIES:** Under the supervision of the Development Director and General Manager performs duties relating to finance, development, and management of projects that may include rehabilitation and new construction of utility infrastructure, community facilities and affordable housing, fundraising, grant writing, procurement, grants and contract management, and all aspects of financing a project. Responsible for submitting property disposition applications to HUD; negotiate and develop purchase and sale agreements with outside parties; review appraisals and conduct closings; negotiate leases, easement and use agreements; draft and oversee leases or properties to various tenants. Prepare marketing materials for commercial spaces, land sales, or fund raising. Develop and administer affordable home ownership programs and sales to qualified developers of affordable housing or market rate housing. Manage construction contract, budgeting, procurement, value engineering, inspection, cost justification, RFI, submittals, scheduling, billing and close out paperwork. Verify compliance with contract conditions for easements, agreements, financing requirements, warranty, final platting, environmental requirements, design guidelines, permit and perform other duties as assigned.

**REQUIREMENTS:** The ideal candidate will have Bachelor's degree in real estate development, finance, business, architecture construction, engineering or other relevant degree and five to seven years related experience in land development, real estate sales, land finance, or an equivalent combination of education and experience. Requires knowledge of the principles and practices associated with real estate finance, development and management; construction management, tenant leasing, contract administration, laws and regulations regarding affordable and public housing projects, record keeping practices, effective method of communications, negotiations, and interpersonal relations. Must have intermediate skills in word processing, spreadsheet and graphics presentation software. Strong ability to apply KCHA, local, state and federal policies, regulations, laws, and funding practices as they apply to housing projects. Must be able to communicate effectively, orally and in writing. Ability to prepare clear, concise and complete reports. Must have a good driving record and a valid WA State Driver License throughout employment.

**COMPENSATION:** The starting salary for this position is \$5,112.16—\$6,837.52 per month DOE. The excellent benefit package includes employer paid dental; vacation, sick & holiday pay; life insurance, long term disability insurance and transit subsidy. PERS retirement (mandatory) and medical plan require employee and employer contributions. Employee paid deferred compensation (457b) is optional. Positive corporate culture and commitment to a diverse workplace, plus more!

**TO APPLY:** Please send cover letter explaining how you meet qualifications, resume and complete application materials (available on our website @ [www.kcha.org](http://www.kcha.org)) to KCHA, Human Resources, Job #09-33, 600 Andover Park West, Seattle, WA 98188. This position is open until filled.

For future opportunities please contact our job line at (206) 574-1103 or website at [www.kcha.org](http://www.kcha.org). **EEO/AA/M/F/V/D.**

**An Equal Opportunity Employer**