

## COMMUNITY FRAMEWORKS JOB DESCRIPTION

Community Frameworks (CF) ([www.communityframeworks.org](http://www.communityframeworks.org)) provides housing development and capacity-building services to an array of public and nonprofit entities in the Northwest with emphasis on underserved rural areas and distressed neighborhoods. Community Frameworks has been building stronger and more vibrant communities in Washington, Oregon, Idaho, and Montana for thirty-five years.

CF seeks a Senior Housing and Community Developer with direct experience in administering single family homeownership programs and in providing technical assistance across a wide range of affordable housing programs. This person will be a key member of CF's Self-Help Homeownership Opportunities Program (SHOP) team, which provides funding for more than 40 affiliate nonprofit and public agencies to defray the cost of land acquisition and infrastructure development for mutual self-help projects.

Responsibilities: Single family program administration, which includes underwriting organizations, programs and projects; performing loan closings; and making compliance site visits. Technical assistance responsibilities include providing hands on and/or training assistance in the following areas: organizational development, community needs and project feasibility assessment, affordable housing program design and administration, property management, and resource development.

For a complete job description and application see our website: [www.communityframeworks.org](http://www.communityframeworks.org)

Requirements: Minimum of five years program and project development, real estate and/or community development experience plus prior experience in delivering technical assistance.

Salary: Commensurate with experience.

Benefits: Package includes a tax sheltered annuity plan and employer contributions to employee's health, life, disability and dental insurance, (family enrollment available at employee expense), paid holidays, sick leave, and vacation.

Position open until filled.

Community Frameworks is an equal opportunity employer.

**POSITION TITLE: Senior Housing and Community Developer**

**REPORTS TO:** SHOP or Technical Assistance Program Managers

**SUPERVISORY RESPONSIBILITIES:** None, except as delegated by line of business manager

**FLSA STATUS:** Exempt

**WORK LOCATION:** This position may be based in either of Community Frameworks' Washington office locations, Bremerton or Spokane.

**SALARY RANGE:** Grade 6

**BENEFITS:** Package includes employer contributions to employee's health, life, disability and dental insurance, (family enrollment available at employee expense), paid holidays, sick leave, and vacation, educational benefit and pension plan.

**POSITION SUMMARY:**

The Senior Housing and Community Developer works in one or more of Community Frameworks' regional capacity building lines of business which may be operated throughout our four-state service area (Washington, Idaho, Oregon & Montana). The purpose of Community Frameworks capacity building initiatives is to contribute to the creation of vital communities by building local affordable housing capacity where it is sustainable and providing services where it is not.

The Senior Housing and Community Developer is engaged in activities that increase the capacity of local organizations or jurisdictions to improve affordable housing opportunities and community redevelopment in rural and urban communities throughout the Northwest. This position may include lending to affiliate clients in the Self-Help Homeownership Opportunity Program (SHOP) as well as providing technical assistance across a wide range of affordable housing areas. Technical assistance provision may encompass (but is not limited to) organizational development, community needs and project feasibility assessment, affordable housing program design and administration, property management, and resource development.

This position requires extensive experience in these complex skill areas, as well as demonstrated superiority in time management, self-motivation and independent judgment. The Senior Housing and Community Developer has excellent housing program administrative capability, problem solving skills, and an exceptional ability to teach, train and mentor clients, and to effectively direct and coordinate the roles of the internal team and its external clients.

**DUTIES & RESPONSIBILITIES:**

Depending on qualifications and primary line of business assignment, the Senior Housing and Community Developer will play a lead role (working both independently and as a team leader) in the performance of some or all the following duties under the direction of either the SHOP or Technical Assistance Program Managers:

- Underwrite and close acquisition and infrastructure loan applications from Self-Help Opportunity Program (SHOP) affiliates throughout the Northwest, evaluating risk related to site selection, program design, construction process, additional funder requirements, financing viability and other factors
- Deliver technical assistance to clients in housing project/program development and management, including but not limited to preparation of needs assessments, feasibility and market analysis, site selection, infrastructure development, resource identification and financial packaging, construction planning and management, program policy and procedure development, and program/project administration.

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- Deliver technical assistance in community development, including but not limited to organization and facilitation of community groups, negotiation and mediation of stakeholder interests, facilitation of public information and input processes, and development support for housing or community development activities.
- Provide technical assistance to clients to improve their organizational capacity to provide affordable housing, including but not limited to organizational or board development, strategic planning, budgeting and fundraising, and property and asset management.
- Assist in resource development to support the regional capacity building initiatives lines of business, participate actively in internal planning and activities, and provide backup and support to other team members on their projects.
- Maintain organized and accurate records and produce reports to meet compliance requirements for program and project work.
- Perform other duties as assigned.

#### **SKILLS, KNOWLEDGE & EXPERIENCE**

- Direct experience in many aspects of affordable housing funding, development and management is required, including detailed knowledge of project feasibility, market analysis, site selection and acquisition, infrastructure development, project management and financing models.
- Demonstrated ability to apply a working knowledge of real estate lending practices, loan packaging and compliance to specific housing development, loan application and operations issues.
- Direct experience with housing program design and administration, such as resource development, policy and procedure design and implementation, budgeting, oversight and management, regulatory compliance and reporting.
- Demonstrated knowledge of organizational administration, such as strategic planning, budgeting, financial management and personnel and operations management. Detailed understanding of nonprofits, housing authorities, community action agencies, community land trusts and other organizational structures is required.
- Substantial experience in writing successful grant applications/proposals or conducting fundraising activities.
- Highly skilled in maintaining customer and partner relations, oral and written communication, and problem solving.
- Able to succeed under pressure with multiple, simultaneous task assignments.
- Well-developed computer skills including word processing, spreadsheets and internet.
- Minimum of five years program and project development, real estate and/or community development is required.
- A degree in a related field from an accredited, four-year college or university is also required. Additional relevant work experience above and beyond the minimum may be substituted for the college degree.
- Physical Demands: Ability to lift up to 20 pounds as needed; ability to sit for extended periods of time; ability to sit, stoop, kneel, bend and lift as needed for routine office work; extensive wrist and hand movements required as related to keyboarding; and ability to be mobile as related to business needs.

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