

# Housing News

September 21, 2001



**Housing News is a publication of the Housing Development Consortium of Seattle - King County**  
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*“The Voice for Low Income Housing in King County”*



Belmont-Boylston Historic Houses, Seattle

## Preserving Buildings, Creating Housing

Many affordable housing projects involve the rehabilitation of older buildings. Historic preservation takes this approach one step further, helping communities to preserve the architectural character of their neighborhoods while also retaining the economic mix that makes a community vital. As HDC welcomes our newest non-profit member **Historic Seattle** to the association, we thought it would be interesting to learn a little more about the intersection of historic preservation and low income housing.

Created in 1974, Historic Seattle works to rehabilitate historic buildings to a contemporary use, allowing change while preserving the important and character-defining features. In addition to projects for other uses, they have created 74 units of low-income housing. Faced with a decline in federal assistance for historic preservation and looking for a way to continue their work, Historic Seattle began combining historic preservation with the creation of affordable housing. The Belmont-Boylston Historic Houses are one example of this sort of work converting six turn-of-the-century (1893-1902) homes into 47 units of low-and moderate-income housing. Another example, Victorian Row, located at 711 East Union Street and originally built in 1891, is the oldest surviving apartment building in Seattle.

It now provides 14 units of affordable housing. Both properties sites were in disrepair when Historic Seattle became involved, and Victorian Row was slated to be demolished.

Developing an historic project can be a challenge, only possible with careful planning, an experienced development team and the desire to persevere. Funding sources often include the usual suspects for affordable housing, such as Housing Levy funds, Low-Income Housing Tax Credits, as well as Historic Preservation Tax Credits. In fact Belmont-Boylston was the first project in the country to combine the two kinds of tax credits in one project. Although not all of Historic Seattle's buildings are designated as historical landmarks, being a landmark can present an extra challenge. It is fairly easy to rehabilitate a designated single-family home for continuing use as a residence or upgrade a multifamily residence to continuing but modernized use. Changing the basic use of a facility can prove to be trickier, but not impossible.

Currently, Historic Seattle is creating 6 units of affordable work/live space for artists at the Good Shepherd Center. The units should be occupied by January 2002. For more information about Historic Seattle, their projects and their services contact Mark Blatter at 206/ 622-6952, x 235.

## HDC Wins Power Player Award

Seattle City Light is honoring HDC and its executive director Carla Okigwe as “Power Players” for efforts to reduce energy consumption in low-income housing. The second annual Energy Conservation Achiever Awards recognize the outstanding efforts of individuals; businesses and organizations that make it a priority to reduce energy consumption. HDC members operate a large share of the low-income housing in the City Light service area, which includes Seattle and adjacent suburbs.

John Flynn, Built Smart program manager for Seattle City Light, praised “HDC's ongoing involvement and Carla's staunch support of City Light's energy-efficient work.” He said it was instrumental in enabling City Light to implement the Seattle City

Council's new program earmarking \$1.1 million in utility tax funds to retrofit existing low-income housing.

Working with Seattle City Light to determine the extent of retrofitting needed, HDC's nonprofit developer members surveyed each of their properties in the Seattle City Light service area—**190 buildings with over 6,000 units housing 11,000 low- and moderate-income residents.** Top retrofitting needs included installing more efficient fluorescent lighting, compact fluorescent bulbs, and more accurate thermostats. Seattle City Light will with bulk purchase of these items, if needed.

Two years ago, HDC took the lead in energy-conservation measures by creating a pilot program to reduce the electrical costs for extremely low-income tenants in master-metered buildings. The Seattle City Council recently made this program permanent.

HDC member Paul Lambros, Plymouth Housing Group's executive director is very excited about the new program. He says retrofitting is critical to PHG's ability to contain operating costs, "so we can continue to manage and maintain our buildings as secure, comfortable, stable homes for the people who live in them." PHG pays all utilities for more than 500 tenants, and has seen utility bills skyrocket. It cannot pass huge increases on to the tenants, whose average monthly income is less than \$625. Raising the rents would force many back into homelessness.

HDC is also working with Seattle Public Utilities on water-conservation measures including installing efficient washers and dryers in its members' low-income housing laundry rooms.

### **I-63: Water Conserved, Low-Income Housing Retrofitted**

Several months ago we reported on the "Water Hog" initiative. After much debate and maneuvering, Initiative-63 may have been enacted, but not at the polls. Put forth by the public interest group Yes for Seattle, the original I-63 aimed to encourage water conservation in Seattle by imposing a "water hog" rate on the top ten percent of users. The water conserved by the measure would go to salmon recovery and other environmental uses and would not have been available for sale to suburban cities except for the stated purposes. The extra money collected from water hogs would fund retrofitting in low-income housing.

I-63 had no problems getting the signatures it need, but ran into trouble when it got to City Council. Councilmember Margaret Pageler strongly opposed I-63, feeling that it was too restrictive and

that it was too focused on Seattle-based conservation as opposed to regional water management. She put forth a counter measure, called I-63B. In addition the City filed suit to have the original initiative removed from the ballot claiming that water rates are not subject to public vote under state law.

Meanwhile, Seattle City Councilmember Richard Conlin worked with I-63 proponents on a compromise. The compromise accelerates Seattle Public Utilities conservation measures and dedicates additional water to supplement flows in fish-bearing streams and tributaries while honoring regional water contracts.

The compromise also includes the "Everyone Can Conserve" retrofitting program. It provides the following grants for materials and installation:

- ✓ Up to \$600/unit for extremely low income (<30% median)
- ✓ Up to \$300/unit for low income (31-50% median)
- ✓ Up to \$200/qualifying unit to retrofit common areas of buildings where up to 80% of the units are low income (31-50% of median)
- ✓ 100% of the common area retrofitting costs for buildings with 80% extremely low income tenants (<30% of median).

The compromise will spread the retrofitting cost to residential and commercial ratepayers as well as use revenues from the water hog rate adopted last summer.

The I-63 proponents agreed to the compromise and the City Council approved the compromise ordinance September 19. If the judge accepts the proposed settlement, s/he may agree to remove I-63 from the ballot.

### **I-71 Update**

Initiative-71 aims to increase the number of shelter beds and transitional housing and services for the homeless. It faced some problems in getting certified, with the County claiming that the initiative was short 1,046 signatures, while many were left uncounted. Unhappy with the County's counting process, the initiative sponsors, Shelter with Dignity, took the County and the City to court. The judge ruled that it was the County's legal obligation to process signatures within 20 days of submission; therefore the signatures turned in were sufficient for validation. The judge also ordered the Seattle City Council to act to place the initiative on the ballot.

Shelter with Dignity is still working with Seattle City Councilmember Peter Steinbrueck, in the hopes that they can come up with compromise legislation that could be passed by City Council, therefore bypassing the need to have the initiative on the ballot. The compromise measure currently under discussion would provide 200 additional shelter beds, a \$2 million increase for service, and 200 units of transitional or permanent housing. If the Council

does not pass a compromise I-71 will be on the ballot. As the deadline for the November ballot draws near there are concerns that the initiative may be delayed until February, or more problematic, next November where it could compete with the Seattle Housing Levy renewal for the voters' attention.

### **New Parking Requirements**

On Sept 18 the Seattle City Council's Landlord/Tenant and Land Use Committee unanimously voted to move the proposed amendments to a full Council vote, which will take place Monday, September 24<sup>th</sup>, where it is expected to pass. The proposal reduces parking requirements for units at 30% MAI and below and for units at 31-50% MAI. The issue is important because many low-income housing developers find the City's general multifamily parking requirements (i.e., 1.1 to 1.5 parking spaces per unit) are excessive as applied to their developments since their tenants own fewer cars. This is a concern because unused parking can add considerably to the cost of housing—anywhere from \$12,500 to \$25,000 per unused space, depending on such factors as location, density, and type of parking provided (i.e., surface or structured). Excessive parking requirements can also limit the number of units that can be built on a given site.

The Committee also approved a proposal allowing Flexcar the opportunity to store its vehicles in parking lots dedicated to multi-family apartment buildings (thereby reducing their minimum resident parking requirement.) A third parking proposal, which would allow for required residential parking to be provided off-site, was not approved for full Council vote, though the general concept was well received. Off-site parking can often save developers money by allowing them to share parking with other uses rather than provide their own parking structure.

### **HUD's New Strategy For Counting the Homeless**

HUD's Office of Community Planning has released a report to Congress outlining a new plan for getting an unduplicated count of the Nation's homeless. Congress felt that HUD needed to collect data on the extent of homelessness in order to be able to track the successes and effectiveness of the McKinney homeless assistance program. They gave HUD three years in which to collect unduplicated counts from every jurisdiction. In order to accomplish this goal HUD has made the implementing and operating on a Homeless Management Information System (HMIS) an eligible activity for the supportive housing program. There

are three major costs of HMIS that can be covered by the program:

- Purchasing HMIS software
- Leasing or purchasing need computer equipment for providers and the central server
- Staffing associated with operating the HMIS

The program cannot cover the costs of planning and developing an HMIS system.

In an effort to make the program as useful and flexible as possible HUD has provided two approaches to accessing the funds. Jurisdictions can submit a Supportive Service Only project for the sole purpose of implementing and operating the jurisdiction's HMIS. Alternatively, a jurisdiction can spread the cost of the community-wide system out over a number of projects. In this scenario each project would include a portion of the system's cost in its request. The funds are available in the next round of Supportive Housing Program funding.

For more information on this report visit the HUD website at [www.hud.gov](http://www.hud.gov).

### **Federal Update**

*Source: National Low Income Housing Coalition Memo to Members, 9/14, 9/21.*

**New Housing Production Bill** – Senator Kit Bond (R- MO) has announced that he plans to introduce a bill to produce low-income rental housing. The bill would fund projects where at least 60% of tenants are low income and 25% are extremely low- income renters. States would receive the funds based on population and the program would be administered through the state housing finance agencies. Sen. Bond planned on asking the Bush Administration for \$1 billion to be added to the FY2003 HUD budget to cover the costs of the program.

**H.R. 2890** – Introduced by Rep. Marge Roukema (R-NJ) this bill would extend the Mark to Market program until 2004 and bring the program under the authority of the FHA. The bill was referred to the House Financial Service Committee

### **Project Open Houses and Events**

**Links to the Community, 3rd Annual DNDA Barbeque and Fundraiser, September 21, 5:30pm-8:30pm, 4501 Delridge Way SW.** Live music, great food, silent auction, new and old friends. Come celebrate what we've done together in our first five years!

**Home Is Where The Heart Is - 2001 LATCH Auction, October 20, 5:00pm-10:00pm, Lynnwood.** This yearly fundraising event features free parking, silent and live auctions, and dinner. Cost: \$50 per person. For more information call LATCH at 206/ 789-1536 ext/ 107.

**Turning Housing on Its Head - Celebrate 10 Years of LIHI, October 27, 11:00am, Town Hall, Seattle.** Save the Date. Join LIHI as they celebrate 10 years of commitment to housing quality, dignity and justice.

### Workshops, Seminars and Conferences

**Washington Low Income Housing Congress Annual Membership Meeting, September 24, 10:00am-4:00pm, SeaTac.** This meeting will set the WLIHC agenda for the next legislative session. For more information call 206/ 442-9455.

**Spectrum S.T.A.R. Certification Program, September 24-25, 9:00am-5:00pm, Radisson Hotel Seattle Airport.** This course covers all changes to the 1930-C Handbook and Rules and Regulations. It provides updates on Fair Housing issues and how they relate to the Rural Development Section 515 program. This course applies to RD 515 Plan II Interest Credit, covers the new definitions of income, and covers RD 515 proprietries with 100% Section 8. Sponsored by WSHFC, WA-CARH and AHMA. Cost: \$735 per person. To register call 425/ 454-6836.

**Low Income Housing Tax Credit Program Certification Course, September 26-28, Radisson Hotel Seattle Airport.** The Certified Credit Compliance Profession is a nationally - recognized certification course intended for management company staff, housing authority staff, for-profit and non-profit, tribal housing authorities, developers, accountants, lawyers and other housing professionals who seek to attain and evidence competence in the LIHTC discipline. Sponsored by WSHFC, WA-CARH and AHMA. Cost: \$425 per person. To register call 425/ 454-6836.

**Fair Housing/Section 504 Workshop, September 28, 9:00am-4:30pm, Radisson Hotel Seattle Airport.** This workshop will answer questions about the Memorandum of Understanding between HUD, the Justice Department, and the Treasury, which enabled the three government branches to work together to enforce Fair Housing

legislation, esp. new design requirements. Sponsored by: WSHFC, WA-CARH and AHMA. Cost: \$325 per person. To register call 425/ 454-6836.

**Reframing the Affordable Housing Challenge, 2001 Annual Fannie Mae Housing Conference, October 3, Washington, D.C.**

This conference will scrutinize the practices, policies and market forces that have resulted in inadequate housing options. The conference will restructure the debate around the affordable housing challenge to help policy makers and practitioners better address this critical issue. For more information contact [FMFAHC@courtseyassoc.com](mailto:FMFAHC@courtseyassoc.com).

**Grow Smart Washington: A Call to Action Conference 2001, October 5 -6, Seattle.**

Sponsored by the National Wildlife Federation and 1000 Friends of Washington. Workshops include Growth Management and Housing Costs, and a Plenary session entitled Equity and Land Use looking at the effects of sprawl on issues of race and equity and the relationship to housing and jobs. Cost: \$25 for one day, \$45 for two days. To register visit [www.nwf.org/smartgrowth/wacon.html](http://www.nwf.org/smartgrowth/wacon.html) or call 206/285-8707 ext. 100.

**The Future is Now: Directing Growth Leadership Conference 01, October 11-13, Vancouver, British Columbia.** Sponsored by the Greater Seattle Chamber of Commerce. The Leadership Conference bring together leaders for the private, public and non-profit sectors to address current and emerging regional issues. The 2001 conference will focus on growth management. Cost: \$765. To register visit [www.seattlechamber.com](http://www.seattlechamber.com).

**Housing Washington 2001, October 15-17, Sheraton Tacoma Hotel, Tacoma.** Some of the top speakers at this year's conference will include Nicolas Retsinas from the Joint Center for Housing Studies at Harvard University, architect Michael Pyatok of Pyatok and Associates, and Charles Buki of the Neighborhood Reinvestment Training Institute. The conference is presented by the Washington state Office of Community Development in partnership with the Washington Low Income Housing Network and the Blue Mountain Action Council. For more information visit [www.wshfc.org/conf](http://www.wshfc.org/conf), email [conf@wshfc.org](mailto:conf@wshfc.org), or call the conference hotline at 1-800-767-HOME ext. 773.

**Financial Management for Non-Profits, October 17-18, 8:30am-5:00pm, Seattle.** Sponsored by Impact Capital. For more information or to register visit: [www.impactcapital.org/training](http://www.impactcapital.org/training).

**Wealth: People, Organizations and Communities, October 17-21, Pittsburgh, PA.**

Sponsored by the National Congress for Community Economic Development. Workshops include: Housing as Community Development, Future of the Federal Home Loan Bank, and Increasing Affordability Through Property Tax. Cost: \$395 (members), \$495 (non-members). For more information or to register visit [www.ndded.org](http://www.ndded.org).

**Complete Basic Apartment Management, October 25-26, 8:30am-5:00pm, Wenatchee.**

Sponsored by WA-CARH. This course is step one in your quest to earn your RAHP designation. You will learn practical, useful information on how to effectively and efficiently operate an apartment projects. Cost: \$295 per person (\$395 for non-CARH members). To register call 425/ 454-6836.

**Advocacy Camp 2001, October 29-31, North Bend.**

Want to sharpen your advocacy skills? Advocacy Camp is a three-day interactive training that will help you become a more effective advocate for kids. This training will build your skills in three key areas: Lobbying, Grassroots Advocacy, and Media Advocacy. The cost is \$150, which covers tuition, materials, room, and board. Space is limited to 55 campers and scholarships are available. We strongly encourage advocates from racial and ethnically diverse backgrounds and advocates who live outside of the Puget Sound area to apply. Applications are now available. Please contact Gabriela Quintana at 1-800-854-KIDS ext.16 or [Gabriela@childsalliance.org](mailto:Gabriela@childsalliance.org) for an application and a detailed brochure.

**Affordable Housing in Seattle, City of Seattle Housing Levy Workshop on Homelessness, October 30, 2001, 8:30am-12:30pm, St. Mark's Cathedral, Seattle WA.**

Keynote Speaker: Nan Roman, National Alliance to End Homelessness, Break-out Sessions, Panel discussions. RVSP by October 25 206/684-0396.

**Housing First: Ending & Preventing Family Homelessness, November 5-6, Washington D.C.**

Presented by Beyond Shelter Inc., co-sponsored by National Alliance to End Homelessness. Save the Date. The "housing first" approach advocates for the immediate relocation of homeless families into permanent housing, followed by up to one year of home-based support after the move to help families stabilize. For more information visit [www.beyondshelter.org](http://www.beyondshelter.org).

**Real Estate for Board Members: The Legal Ramifications of Real Estate Development, November 15, 4:00pm-7:30pm, Seattle.**

Sponsored by Impact Capital. For more information or to register visit: [www.impactcapital.org/training](http://www.impactcapital.org/training).

**Energy Out West, May 20-24, 2002, Spokane.**

Join the Western Regional Weatherization Network and learn the most current tips, tricks and practices for doing energy retrofits on the housing stock in your area. Find out what is going on in the energy efficiency world from beginner to advanced, in the class room, and with hands-on tutorials. For more information call 253/ 445-4575.

**\*\*\*Employment Opportunities\*\*\*  
see [www.hdc-kingcounty.org](http://www.hdc-kingcounty.org) for  
up-to-date announcements!**

**Asset Management Analyst, National Equity Fund**

This position will collect and review construction, marketing and leasing reports; conduct compliance reviews; do analysis of quarterly and annual operating results; undertake research projects; establish and maintain project files and database. Qualifications include a BA in real estate finance, economics, business, accounting or related field, 3 years experience in real estate development, finance, rent-restricted multifamily asset or property management, or community development. Competitive salary and comprehensive benefits package. TO apply send resume and cover letter with salary requirements by fax to 312/ 360-0804, email to [emartine@nefinc.org](mailto:emartine@nefinc.org) or The National Equity Fund, Human Resources, 547 W. Jackson Blvd, Suite 601, Chicago, IL 60661. **OPEN UNTIL FILLED**

**Community Development Compliance Manager II, Key Bank**

Manage and direct internal; and external community reinvestment activities. Direct CRA compliance activities to ensure Key Bank serves the credit needs of the entire community. Assist with research, design and implementation and evaluation of products and services intend to serve the credit needs of low-to-moderate income individuals. Preferred candidate should have a college degree and 4 -6 years of retail banking experience. Requires extensive knowledge of CRA, HMDA, and fair lending regulations. Salary DOE to apply e-mail your resume to [janet\\_elzey@keybank.com](mailto:janet_elzey@keybank.com) or fax to 425/709-4410, reference PS134794. **OPEN UNTIL FILLED**

**Director Housing Development, Community Housing of North County** Community Housing of North County, located in San Diego County, CA, is looking for a Director of Housing Development to oversee a diverse portfolio of multifamily affordable complexes. The position will supervise the housing development department and be part of the five person management team. Qualifications include: BA and at least five years of experience in developing tax credit affordable housing complexes, Masters degree preferred, proven leadership, delegation and people management skills. Salary: \$68,000 - \$72,000 DOE, + benefits. To apply fax/email cover letter, resume and salary requirements to 760/ 432-6883 or [suer@communityhousing-sd.org](mailto:suer@communityhousing-sd.org). **OPEN UNTIL FILLED**

**Employment Specialist, Plymouth Housing Group** This position is responsible for assessing the employment and training needs of participants in the PHG employment program and assisting participants in finding and retaining appropriate employment or job training. Qualifications include: AA or BA in Social and Human Services, experience working with homeless and low-income people. working knowledge of MS word and WA State Driver's License. Salary: \$25,100-\$30,200 + benefits. For more information call 206/374-9409 ext. 102. **OPEN UNTIL FILLED**

**Finance Manager, Delridge Neighborhoods Development Association** This position is responsible for overseeing all aspects of the day-to-day financial matters of this growing community development corporation. Will report to the Executive Director. Qualifications include: 3-5 years bookkeeping or accounting experience, operational knowledge of non-profit accounting practices, knowledge of QuickBooks Pro, MS Excel and Word. This position is half time. Salary: \$17 -\$20/hr DOE. To apply send cover letter, resume and three references to DNDA, 5411 Delridge Way SW, Seattle, WA 98106, attention Paul Fischburg. **OPEN UNTIL FILLED**

**Housing Coordinator, Archdiocesan Housing Authority** This position will be responsible for supervising the Property Management at sites designated by the Director of Permanent Housing. The Housing Coordinator will oversee housing operations and supervises management staff, ensuring that each site is operated and maintained in an efficient and cost-effective manner. Qualifications include three years experience in elderly, special needs and/or multi-family property management, two years experience managing properties with HUD project-based subsidies, strong supervisory skills, BA/BS in social services or related

field. Salary: \$41,000 plus benefits. To apply send resume and cover letter to AHA, HR-AHHC, 1902 Second Avenue, Seattle, WA 98101. **OPEN UNTIL FILLED**

**Housing Search Specialist, Plymouth Housing Group** Assist low-income and homeless applicants with the rental process; assist with rental application intake and screening; assist tenants to obtain the services they need in their housing. Requirements: AA degree in related field, experience working with the homeless, low-income, mentally ill, chemically dependant, exp. with relocation of low-income resident in compliance with state relocation guidelines, computer experience; familiarity with community agencies and resources. Salary: \$25,000-\$28,000 DOE. To apply send resume and cover letter to PHG, Human Resources, 2209 First Avenue, Seattle WA 98121. **OPEN UNTIL FILLED**

**Management/Development Specialist, Dioceses of Yakima Housing Services** Responsible for housing development and management duties for DYHS. Includes working with private and public housing funders as well as technical consultants to obtain pre-development and permanent financing for new projects. Requirements: BA or BS in community development, finance, planning, housing development/ construction or related field. Excellent public relations, communication and organizational skills. Bi-lingual (Spanish/English) required. To apply send resume to: Diocese of Yakima Housing Services, 5301 Tieton Sr., Suite C, Yakima, WA, 98908-3478. **OPEN UNTIL FILLED**

**On-Site Apartment Manager, Lutheran Alliance to Create Housing** Provide on-site management for a 38-unit, 4 story building performing a combination of office duties, common areas cleaning, light maintenance, leasing, and unit preparation. Represent LATCH and its high standard of service and operation to all persons who visit, live in, or work at Bergan Place Apartments. Salary DOE. To apply complete LATCH employment application and send with letter of interest to: LATCH, Attn: Director of Property Management, 8757 15th Ave NW, Seattle, WA 98117. To request job description and employment application call 206/ 789-3706. **OPEN UNTIL FILLED**

**Program Manager, Association of Oregon Community Development Organizations** This position will focus primarily of delivering value-added services and information to AOCDO's membership. One of the primary tasks for this position will be managing the state training consortium. Other key responsibilities include

researching, writing and designing new publications or web-based tools and participating in fundraising. Carrying out these tasks will require excellent communication and analytic skills, strong relationship skills and superior judgment. To apply send resume and cover letter to AOCDO, 1020 SW Taylor, Suite 542, Portland, OR, 97205 or email to [jblatt@aocdo.org](mailto:jblatt@aocdo.org), or fax to 503/223-3845. **OPEN UNTIL FILLED**

**Resident Companions, Plymouth House of Healing** Spend a year living in community with formerly homeless people who struggle with mental illness. Training, room and board, health insurance, and stipend provided. This is an exciting new project of Plymouth Church, the Mental Health Chaplaincy, and Harborview Medical Center. To learn more, call 206-861-1342. To apply, send resume to Plymouth House, 1217 Sixth Avenue, Seattle 98101, fax to 206-622-8726, or email [info@plymouthchurchseattle.org](mailto:info@plymouthchurchseattle.org). **OPEN UNTIL FILLED**

**Resource Assistant, AIDS Housing of Washington** Full-time Resource Assistant wanted by dynamic nonprofit to provide administrative and programmatic support of Resource and Housing Specialist staff. Minimum 3 years related experience. Must have excellent communication, research and

organizational skills; strong writing, editing, and formatting skills; and be very proficient in Windows-based word processing and database applications. Salary: \$13-\$15/hr plus benefits. To apply send resume and cover letter to: Personnel, AIDS Housing of Washington, 2025 First Avenue, Suite 420, Seattle, WA 98121. **OPEN UNTIL FILLED**

**Resource Development Director, Plymouth Housing Group** Manage all aspects of fund development and public relations for established nonprofit housing provider. Supervise 2.5 staff. Required: 3-5 years experience in fund development, public relations and nonprofit senior level management. Proven success in community relations, grant writing, annual campaign management and prospect research. Commitment to housing and human services. Able to work with board and board committees. Excellent oral/written communication skills, follow through, attention to detail, time management. Salary: \$46,000-\$56,000 + benefits. To apply send resume and cover letter to PHG, Human Resources, 2209 First Avenue, Seattle WA 98121. **OPEN UNTIL FILLED**

<p><b>DEADLINE FOR NEWS ITEMS IS THE 12<sup>TH</sup> OF EVERY MONTH</b></p>
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