



Housing Development Associate

Responsible to assist the Housing Development Manager (HDM) with all housing development activities from concept to build ready lots (single family) or close out (multi-family) for Catholic Charities Housing Services (CCHS). Duties will include assisting the HDM in working with local government officials, parishes and community groups to identify local needs and establish local support, determine development feasibility, land assembly, negotiate purchase and sale agreements, market analysis, preparation of funding applications, design and construction oversight, fiscal monitoring, Project completion, financing closeout, assist with coordinating program transfer and other duties as assigned

- Help maintain contact with local parishes and interested community contacts to inform CCHS of local housing need and develop local support for affordable housing in area communities
- Assist with project management for developments
- Support all aspects of project development from planning to construction completion that includes providing professional expertise in areas of land assembly, housing finance, project viability, needs assessment, technical assistance and project construction management
- Support the research and analysis of housing markets to determine local unmet needs in area communities
- Assist the assembly and coordination of the project team for housing development (i.e. architect, engineer, developer, general contractor, etc.)
- Help develop and manage project timeliness, financial modeling of development and operating budgets
- Assist with the preparation and submittal of funding applications for pre-development
- Assist in obtaining permanent financing for new construction and/or acquisition and rehabilitation developments
- Help coordinate and review all third party studies such as environmental assessments, market studies, appraisals, and architectural plans and specifications
- Support the coordination and review all legal documents, third party contracts, financing contracts, and loan agreements
- Help ensure compliance with all reporting agencies and guidelines for local, state, and federal programs for the construction elements of the project
- Assist with the coordination of development efforts with asset management, property management, company and resident services to ensure functional design and optimal

operational efficiency to meet residents' needs and ongoing project operational financial viability.

- Respect CCHS at local, regional, and national events and advocate for affordable housing as appropriate
- Is responsible for personal/professional development by identifying pertinent workshops and opportunities that contribute continued growth and to benefit CCHS in house expertise
- Participates in annual evaluations with the Housing Development Manager
- Works in a team based manner that includes regularly scheduled staff and agency meetings to plan the pursuit and accomplishments of CCHS goals and mission.
- Perform other duties as assigned

Education:

- BA or BS degree from an accredited college or university in Community Development, Planning, Business, or closely related field
- A combination of education and/or experience may compensate for the education requirement

Experience:

- Two years' experience in the development, management or provision of affordable housing and related services

Special Skills:

- Knowledge and experience in the development of affordable housing
- Knowledge of housing finance, development process and operations
- Ability to develop housing projects from concept to operation utilizing a variety of funding options
- Basic computer skills (i.e. Microsoft Suite, Email)
- Excellent problem solving, critical thinking, and analytical skills
- High level of self-motivation and willingness to work in public, local parishes, and group settings
- Ability to work independently and as a team member
- Excellent verbal, written and communication skills

Licensure, Registration, Certification:

- Valid Washington State driver's license and minimum required liability insurance

This is a full time opportunity with Catholic Charities Serving Central Washington Housing Services, located in Yakima, Washington

For more information and to apply for this opportunity please go to

https://www.appone.com/MainInfoReq.asp?R_ID=2253800