

## COMMUNITY FRAMEWORKS JOB DESCRIPTION

**PLEASE READ:** We are looking to fill a single position with either a Housing Developer or Associate Housing Developer. Our preferred location for this new position is our Spokane office. However, we will consider Seattle or our Bremerton office.

**POSITION TITLE:** Associate Housing Developer

**REPORTS TO:** Senior Housing Developer

**FLSA STATUS:** Non- Exempt

**WORK SCHEDULE & LOCATION:** This is a full-time position (40 hours per week) based in Community Frameworks' Spokane, Seattle, or Bremerton, Washington offices

**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, and a 403(b) retirement plan.

### POSITION SUMMARY:

Community Frameworks offers full development services to both rural and urban organizations seeking to own and manage affordable housing or community facilities that do not choose to have or cannot sustain in-house development capacity. It also develops properties for its own rental portfolio. The units produced are primarily rentals and represent a full spectrum of affordable housing types and persons housed. Community Frameworks also provides development assistance to nonprofits for developing specialized community facilities which may include a housing component.

The Associate Housing Developer works in one or more of Community Frameworks direct development initiatives which are operated primarily in Washington. The purpose of these initiatives is to work in partnership at the local level. The purpose of Community Frameworks' direct development initiatives is to produce safe, decent affordable housing that contributes to the building of vital communities.

The Associate Housing Developer is engaged in activities which lead to the successful completion of affordable housing development contracts and projects, and further client capacity building and local community development objectives. The Associate Housing Developer participates as a member of one or more project teams, conducting project development tasks as assigned, and developing and maintaining the relationships necessary to accomplish successful projects.

The position requires good technical aptitude for work on many aspects of housing project development, as well as capacity for good time management, and to be self-motivated and use good judgment. The position requires problem solving skills as well as the ability to work independently and in a team environment assisting clients to complete projects in rural and urban communities. The Associate Housing Developer must work effectively at task assignments on team projects, and interact collaboratively with a broad range of stakeholders, partners, funders and clients.

### DUTIES & RESPONSIBILITIES:

Depending on qualifications and primary line of business assignment, the Associate Housing Developer will, with explicit direction and close supervision by the project team leader, support more senior staff in the following tasks and duties:

- Perform tasks in the process of project concept development and feasibility analysis,
- Perform tasks to prepare project elements for both the internal Community Frameworks' approval process and the external approval processes of partners, funders and regulating agencies.
- Monitor progress of assigned project elements as contracted, following management direction to take actions which keep the project on track,
- Recommend changes and seek approval for deviations from planned budget, schedule, deliverables, cash flow, contract terms, legal liability, financial risk, partner and funder relations, etc., and prepare informant to be included in reports to management.
- Technical duties may include but are not limited to assignments to (with supervision) complete in full or in part:
  - Identification of real estate development opportunities and preparation of proposals for development projects.
  - Preparation of estimates of project development and operating costs, proformas and other financial analyses for current and planned projects.
  - Assembling the development team, including architect, contractor, attorney, lenders, and investors.
  - Assembles financing including the preparation of applications and documents associated with the development
  - Management the planning, design, bid/award, construction and close out of capital construction projects to ensure that projects conform to quality standards, and stay on time, and within budget.
  - Supervision of the marketing of developed properties as appropriate.
  - Coordination of tenant relocation as necessary.
  - Coordination with property management during the development period, and assistance with post-development property management policy development and training
- Perform other duties as assigned.

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

- Working knowledge and familiarity with some of the following elements of housing project development, including market analysis, financial packaging, site selection, land acquisition, architecture and engineering, infrastructure development, construction process, nonprofit program development, project management and regulatory compliance.
- Familiarity with securing funding from public and private sources.
- Familiarity with the process of successful completion of publicly funded projects, including reporting to public funders.
- Ability to effectively collaborative in a team structure and to be self-directed.
- Skilled in maintaining customer and partner relations, oral and written communication, and problem solving.
- Ability to succeed under pressure with multiple, simultaneous task assignments.
- Well-developed computer skills including word processing, spreadsheets and Internet.
- Minimum of one year program & project development, real estate and/or community development is required. A degree in a related field from an accredited trade school, college or university is preferred and may be substituted for field experience.

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- 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.

Please submit a cover letter and resume to [royg@communityframeworks.org](mailto:royg@communityframeworks.org). Once we have received your cover letter and resume, we will email you an application form. You must submit all three documents to be considered for this position.