

## 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:** **Housing Developer**

**REPORTS TO:** Chief Development Services Officer

**FLSA STATUS:** 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 retirement plan.

### POSITION SUMMARY:

The Housing Developer completes real estate development functions, including taking the lead on affordable housing developments and related community facilities developments, primarily in Washington State. The purpose of Community Frameworks' direct development initiatives is to produce safe, decent affordable housing that contributes to the building of vital communities. Community Frameworks offers full development services to both rural and urban organizations seeking to own and manage affordable housing that do not choose to have or cannot sustain in-house development capacity. We also develop projects to expand our own portfolio. The units produced are primarily rentals and represent a full spectrum of affordable housing types and persons housed.

The Housing Developer is engaged in activities which lead to the successful completion of affordable housing development contracts and projects, improve client capacity, and meet local community development objectives. The 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 experience in many aspects of housing development, as well as capacity for good time management, and to be self-motivated and use independent judgment. The position requires excellent 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 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 specific assignments, The Housing Developer will (independently and/or as a team member, be given direction to) plan, schedule and complete some or all of the following tasks and duties under the direction of a project team leader or Senior Manager.

- Perform project concept development and feasibility analysis,
- Recommend project development strategies 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, directing those components to fruition as contracted, making any day-to-day decisions and taking actions which keep the project on track to the extent delegated by the team leader,
- 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 information 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 of 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.
- Some travel required.

<b>KNOWLEDGE, SKILLS &amp; EXPERIENCE:</b>
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- Experienced in several aspects of real estate and housing project development, such as project feasibility, market analysis, financial packaging, site selection, land acquisition, infrastructure development, construction process, project management and regulatory compliance.
- Experienced in securing project financing from public and private sources.
- Familiarity with the selection and oversight of a variety of outside consultants and providers of professional development and construction services.
- Experienced in the successful completion of publicly funded projects and knowledgeable of the requirements and expectations of public funders.
- Ability to effectively mentor and supervise staff is desired; must have experience working collaboratively in a team structure and with self-direction.
- 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 three years program & 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; a graduate degree in related field may be substituted for work experience.

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.