

## JOB DESCRIPTION

### Housing Developer



REPORTS TO: Director or Housing Development  
HOURS: Full time, 40 hours per week  
PAY RANGE: \$52,160.93 - \$63,164.50 per year  
BENEFITS: Medical, dental, vision, life/disability, retirement, vacation & sick leave

The Low Income Housing Institute (LIHI) develops housing opportunities for people who are low-income and/or homeless, provides technical assistance to communities and other non-profits, and advocates for housing justice.

#### Responsibilities:

The Housing Developer will assist in carrying out the Housing Development Department work program to provide housing development assistance to non-profit clients, to develop LIHI-owned housing and to increase the resources for low-income housing through advocacy work.

This position will involve development of low-income housing and housing linked with social services for special needs populations. The Housing Developer will undertake development of single family homes, group homes and multi-family projects. This is an exempt position. This work will be carried out independently under the supervision of the Development Director. The duties of the position include:

1. Provide technical assistance to community-based agencies in developing low-income housing and supportive housing for special needs populations. The Housing Developer is responsible for program planning, conducting feasibility studies, grantwriting, site search, site control, selecting other development team members, reviewing contracts and other tasks as necessary for project development.
2. Assist LIHI or client organizations to secure private financing, including bank loans, bridge loans and construction loans. The developer may also complete Historic Tax Credit applications.
3. Assist clients in securing operating and social services subsidies through the HUD Supportive Housing program and other sources.
4. Provide Project Management services for rehabilitation projects including: overseeing development teams, assisting in tasks required by funders, keeping track of construction schedule and finances, and other tasks as assigned.
5. Provide technical assistance and training to other members of the Department. This position may involve supervision of volunteers, interns and work-study students. Supervision of staff may be assigned in the future.
6. Assist in advocating for funding for housing and human services. Work to build and strengthen community coalitions on housing and homelessness. Prepare community outreach information on housing needs and issues.
7. Participate in housing policy development and continuum of care planning and housing programs in communities where LIHI or client organizations are planning or developing housing.

8. Other tasks as needed.
9. Must pass criminal background and drug test.

Qualifications:

The Housing Developer must be familiar with low-income housing, homelessness and special needs housing issues. Three years prior experience as a housing developer in a non-profit setting is required, although four or more years of comparable experience in market-rate housing development, construction management, housing policy and advocacy or other housing related field can qualify for up to two of the three years required experience.

A working knowledge of public and private financing sources for low-income housing is required. Prior experience supervising other staff is not required, but preferred.

A bachelors degree is preferred.

The housing developer must be experienced in working with computers including word processing and spreadsheet software (Microsoft Word and Excel) and must be able to maintain program budgets and financial information.

The person must have excellent organizational, written and verbal communication skills, and be a team player. The Developer must be able to simultaneously coordinate multiple development projects at different stages in the development process.

The LIHI Development staff are responsible for project development and management activities in addition to advocacy and administrative duties. Projects will involve multiple and complete funding sources, such as public financing, bond financing, private financing, tax credits, HUD Section 202/811 and other sources.

The Low Income Housing Institute is noted for its innovation in the field of resident managed housing and low income housing advocacy. The successful candidate must be committed to social change and community empowerment, and demonstrate the ability to provide technical assistance to non-profit agencies.

This is a unionized position, represented by Local 8 of the Office of Professional Employees International Union (OPEIU).

If interested in this position please send in a cover letter and resume. Application forms can be used as a substitute to a cover letter and resume, but are not required during the first step of the application process. Applications are available on the LIHI website at [www.lihi.org](http://www.lihi.org), may be obtained in person at the office, or will be mailed to you by phone request at (206) 443-9935 ext 0. All application materials should be mailed, faxed, or dropped off in person to:

The Low Income Housing Institute  
Attn: Human Resources  
2407 1<sup>st</sup> Avenue  
Seattle, WA 98121  
Fax: (206) 443-9851

Or e-mailed to: [hr@lihi.org](mailto:hr@lihi.org)

**NO PHONE CALLS, PLEASE**

Closing date: Open until filled.

The Low Income Housing Institute is an equal opportunity employer. LIHI participates in E-Verify. Qualified women and minorities are encouraged to apply.