



REAL ESTATE DEVELOPMENT PROJECT MANAGER

ORGANIZATIONAL OVERVIEW

Homestead Community Land Trust puts the financial and social benefits of affordable homeownership within reach of the everyday heroes of King County who are priced out of our high-cost housing market. In 2020, we will be in active construction of 33 new permanently affordable homes in three cities, and will be conducting feasibility on four or five additional projects, which combined will result in over 90 new homes over the next six years. Homestead builds new homes and rehabs existing homes, raising funds to price these homes affordably for first time homebuyers who make less than 80% of area median income as defined by HUD. We keep homes affordable in partnership with buyers who agree to a resale formula that allows them to build equity while also allowing the home to be affordable to the next buyer.

Homestead's origins in the activist community are reflected today in a joint staff-Board initiative to deepen the expression of racial and social equity in all aspects of our work. Building on strengths in democratic governance and decision-making and a core mission to redress housing inequity, Homestead seeks team members who value inclusion and are committed to addressing racism, sexism and other forms of oppression in our work and community.

Working within the framework of a **Just Transition to a New Economy**, our approach is

- shifting economic control of land to community,
- democratizing wealth through residential ownership in a member-governed CLT;
- advancing ecological sustainability in housing development and rehabilitation and
- driving racial justice and social equity by putting homeownership within reach of people shut out of ownership by the legacy of discrimination.

King County's housing affordability crisis — which impacts all LMI residents — is also creating a crisis of displacement in formerly low-income neighborhoods. Home prices are increasing rapidly and residents, in particular people of color, are being priced out. Neighborhood groups have been organizing and expressing the desire to carry out affordable housing and community development projects reflecting their priorities. Homestead Community Land Trust seeks to partner with these organizations in supporting community-led housing development, and seek The Real Estate Development Project Manager will be a key member of the staff team working with partner neighborhood groups and organizations.

POSITION DESCRIPTION

Homestead seeks an experienced housing developer who will have hands-on responsibility for housing development projects from conception to completion, as well as ongoing stewardship of homes in trust. The Real Estate Development Project Manager will work in partnership with the Director of Real Estate Development in managing current projects to completion, conducting feasibility analysis on prospective projects, working with community partners on collaborations to site community land trust homeownership in their neighborhoods. The Project Manager will also have responsibility for working with the Homeownership Department on maintenance support to existing homeowners and assistance with rehabilitation and repairs of homes when circumstances require.

This full time, 40-hours per week salaried (exempt) position reports to the Director of Real Estate Development.

RESPONSIBILITIES

The Real Estate Development Project Manager will be responsible for the following:

Affordable Homeownership Development

- Work with the Director of Real Estate Development to identify partnerships and opportunities for the development of community land trust homeownership properties
- Conduct initial feasibility analysis of sites prioritized for affordable homeownership (opportunities will include new construction, acquisition rehab and building conversion)
- Work with Director of Real Estate Development on contract negotiation, property acquisition, predevelopment and construction financing
- Prepare applications for funding including development subsidy, grants, and debt-financing
- Maintain and manage project budgets
- Negotiate, prepare and revise agreements with all professional services providers, individual and general contractors, and consultants required by real estate projects utilizing established procurement policies as applicable. Oversee the work of all contracted parties.
- Interpret and explain contracts to internal audiences
- Oversee the creation and maintenance of project schedules and budgets
- Secure all permits and licenses needed for development projects
- Prepare program compliance reports for city, state, county, federal and private funders and assure compliance with funder requirements

Community-Led Housing Development – In the course of accomplishing the responsibilities above, the Real Estate Development Project Manager working with the Director of Real Estate Development will be a key member of the team working with community partners. This will include:

- 1) Working with neighborhood based organizations on goal setting and role identification
- 2) Managing relationships with partner agencies, including contract negotiation and ongoing communication
- 3) Working with the Director of Real Estate Development and other staff to refine technical assistance strategies and materials for homeownership development, site selection, and financing
- 4) Working with neighborhood groups to develop criteria and identify appropriate sites for new construction and existing buildings to be preserved

Asset Management and Stewardship

- Responsible for warranty process for all new construction or rehabilitated homes directly or with assistance of contractor
- Identify opportunities to redevelop properties at resale in order to improve quality or increase the number of homes in the portfolio
- Identify contractor and volunteer resources to provide home repair and maintenance services to Homestead homeowners
- Coordinate repairs on homes repurchased from homeowners by Homestead or when current homeowners are incapable due to health issues or disability of preparing their home for sale

ESSENTIAL QUALIFICATIONS

- Bachelor's degree required or equivalent work experience

- Minimum three years' experience in nonprofit housing development including site assessment and feasibility analysis
- Demonstrated experience sourcing and successfully apply for public funding, including sources for development, acquisition and home/energy improvements (for example, Federal Home Loan Bank, HOME, SHOP, State, local and private loans and grants). Experience with sources specific to WA State and King County preferred, but not required
- Experience in communicating technical information to layperson audiences, in formal and informal settings.
- Experience working in multicultural environments preferred
- Experience working with public agencies to develop policies related to program goals.
- Strong financial pro forma skills, including proficiency in Microsoft Excel
- Ability to work within project teams and oversee work of contractors and consultants
- Strong project management experience with attention to detail
- Proven ability to develop and maintain cooperative relationships with individuals from diverse backgrounds, including board members, public sector staff and officials, representatives of other nonprofit organizations, vendors, and people from low-income households
- Understanding of construction practices and building systems

A successful candidate will demonstrate the following:

- Outstanding interpersonal and communication skills
- Strategic thinking: ability to quickly identify viable opportunities and balance competing priorities with limited resources
- Ability to communicate approaches to varying audiences, demonstrated ability to build strong and long-lasting relationships and to gain trust and confidence of supporters and stakeholders
- Positive, resilient attitude with a strong willingness to give and receive constructive feedback
- Highly organized, effective manager of complex workload
- Ability to work independently and in a collaborative team environment
- Commitment to green-building and sustainable policies and practices
- Commitment to and interest in social justice and the role of permanently affordable homeownership in addressing wealth disparity and displacement
- Fluency in English language

SALARY AND BENEFITS

Full time, Exempt position

The starting salary for this position will be in the range of \$70,000 to \$75,000 depending on experience. Compensation also includes health insurance, paid sick leave and vacation, professional development, ORCA (transit) card, 403b savings plan.

EMPLOYMENT POLICY

As an equal opportunity employer, Homestead Community Land Trust does not discriminate on the basis of age, race, creed, gender, marital status, veteran's status, national origin, disability, gender identity or sexual orientation.

APPLICATION REQUIREMENTS

To apply for the position please provide to jobs@homesteadclt.org:

- ☐ Current resume or curriculum vitae

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- ☐ Cover letter that includes a detailed description of your skills and experience to carry out the responsibilities described above and a statement of why this organization's mission fits your career path
- ☐ Complete and submit our Diversity Questionnaire <https://www.surveymonkey.com/r/SQRDJ3F>

Homestead will accept applications until there is a sufficient pool of qualified applicants.