



Development Manager Job Description

12/18/20

<u>POSITION TITLE:</u>	Development Manager
<u>REPORTS TO:</u>	Director of Housing Development
<u>LOCATION:</u>	Puget Sound Area; opportunity to work remotely in Washington
<u>HOURS:</u>	Full Time: 40 hours per week
<u>STATUS:</u>	Exempt
<u>MINIMUM STARTING SALARY:</u>	\$100,000

POSITION DESCRIPTION:

The Development Manager is responsible for managing planning and development of affordable housing design for low-income individuals or families. This position also provides consultation and technical assistance to external clients.

- Provide vision for deal structure for affordable housing developments.
- Conduct feasibility analysis and due diligence on funding sources and site acquisition.
- Lead land acquisitions, including the preparation of purchase and sale agreements, option agreements, boundary line adjustments, lease agreements and required documentation for other land use approvals.
- Develop and maintain relationships with service partners, public funders, and regulatory entities.
- Develop and maintain capital and operating budgets for affordable housing developments.
- Understand, document, and communicate requirements of zoning, entitlements, and financing to the design team and asset management to ensure project success.
- Manage design process with architects including securing all land use and building permits.
- Create, maintain, and manage project schedules for developments.

ATTRIBUTES FOR SUCCESS:

- Self- starter
- Savvy with the real estate development process
- Familiar with residential housing community development and operations
- Very organized
- An open communicator to work in remote office settings
- Familiar with technology for remote office work; Sharepoint, Office 365, Teams, Zoom
- Quick learner/ability to problem solve by connecting information from previous projects and identifying industry resources.

MINIMUM QUALIFICATIONS:

1. Five years progressive experience in all areas (including site selection, finance, design and construction) of affordable housing or related field.
2. Demonstrated ability working as a team member.
3. Proven leadership skills in a consensus oriented entity.
4. BA degree in finance, business, public administration, construction management, or related field.
5. Proficient in Microsoft Office.
6. Excellent oral and written communications skills.
7. Experience working in diverse groups.
8. Must have reliable transportation, valid Driver's License and automobile insurance.
9. Commitment to the mission and goals of the organization.

About Horizon Housing Alliance:

HHA believes housing is a basic human need with all people deserving dignity and respect. Horizon Housing Alliance seeks to innovate the affordable housing development system to increase the number and quality of homes for families and individuals in need. Horizon Housing Alliance believes in identifying best in class partners to involve in its developments. This includes construction, development, property management, and service partners. By working with the best, HHA leverages their partners' strengths, pricing, and knowledge to create cost effective housing that will result in a safe, stable, and healthy resident experience.

Horizon Housing Alliance understands households are impacted for generations by homelessness and housing instability. Our developments serve:

- Families and individuals experiencing homelessness.
- Seniors and people with disabilities.
- Veterans and their families.
- Low income households across Washington.

HOW TO APPLY:

Position is open until filled. Horizon will begin evaluating responses on January 11th, 2021.

Please submit a resume, cover letter, and three professional references via email to:

Patrick Tippy- ptippy (at) hhaofwa.org