

## **Project Manager-Community & Housing Development**



**Send resumes to: [John.Torrence@lihi.org](mailto:John.Torrence@lihi.org)**

**REPORTS TO:** Director of Housing Development

**HOURS:** Full time, may include evenings and weekends

**PAY RANGE:** Minimum starting salary \$66,000

**BENEFITS:** Medical, dental, vision, retirement, long term disability, vacation & sick leave

**POSITION TYPE:** This is an exempt management level position.

**Summary:** The Project Manager for Housing and Community Development joins a small, mighty and highly efficient team of housing professionals at the Low Income Housing Institute, including people skilled in finance, design and construction management, the core proficiencies on which LIHI depends to grow our affordable housing and mixed-use portfolio of projects. In addition, LIHI offers development consultant services to other organizations assisting their efforts to develop housing and mixed-use projects. This position is specially tasked with overseeing and executing LIHI's partnerships with BIPOC and joint venture partners, religious organizations and social service agencies that seek LIHI's guidance in developing affordable housing.

The position is responsible for developing and implementing development activities from start to finish—from project concept to completion.

The Project Manager will oversee 2 to 4 projects in different stages of pre-development and development, working both independently and interdependently with the team. Someone capable of accepting responsibility and working both independently and collaboratively are minimum requirements.

The ideal candidate has an enthusiasm for the multi-year process that our work requires plus the ability to be both tenacious and self-sustaining through the technical detail, consultant coordination, communication and time management that successful project management requires. On a daily basis, the individual works closely with architects, engineers, general contractors, private lenders and public agency staff at the federal, State, County and City level.

The ideal candidate also has a deep understanding of systemic racism and historic redlining as well as a commitment to supporting the development initiatives of local communities and BIPOC organizations to build solutions that support community goals. LIHI will be joint venturing with organizations to develop residential and mixed-use projects.

Strong communication skills are in service to the challenge: conveying and delivering the technical aspects of a project, advancing the priorities and purposes to support the organizational capacity of

community organizations addressing the displacement, disenfranchisement and housing needs of low income households.

**Responsibilities:**

This position will involve development of low-income housing and mixed-use projects. The Project Manager will be responsible for small, medium and large scale and complex development projects— multifamily rental and/or mixed-use projects. The position will also oversee creative initiatives and pilot projects where the concept and pathway require someone who is capable of defining both.

Nearly all projects developed by LIHI depend upon multiple funding sources—public, private and philanthropic, burdening the Project Manager with the challenge of competing for resources from a variety of funding buckets, to yield the project’s financing strategy. This initial step of project financing depends upon excellent and proven writing and oral presentation skills.

The duties of the position include:

- Responsibility for multiple tasks that propel a project from concept to completion: program planning, project feasibility studies, site search, site control, selecting other development team members, proposal writing for the public and private resources necessary, reviewing contracts and legal documents, conducting due diligence toward loan closings, and other tasks as necessary for project development. Resources—public, private and philanthropic—are for the most part competitively awarded.
- Project Manager will be skilled in writing proposals and aligning the financial resources for a project—development budget, rent chart, operating pro forma, construction cash flow and Low Income Housing Tax Credit equity potential, if relevant. Project Manager develops strategies to cover gaps in financing to build out the resources necessary to get to finance closing.
- The position also requires ability to negotiate terms with each source of capital and equity for a project.
- Responsibility for project pre-development: Project Management services for new construction and rehabilitation projects include: site feasibility analysis, entitlements, preliminary selection of architects and engineers, procurement of General Contractors and securing and closing on the financing needed to proceed.
- Responsibility for Project Finance Closings: Project Manager oversees the coordination of all parties to the deal, maintaining project document files, reporting on status on plenary status calls and holding the group accountable to deliverables to achieve the closing date for financing that allows the project to enter into the construction or rehab phase of development.
- Responsibility for Project Execution: Once a project launches and reaches active construction, track construction schedule, budget, monthly draws for payments to vendors, close-out, hand-off to property leasing and management staff, later construction loan conversions and tax credit equity installments achievement.

- Function as a subject expert to others on the Development Team and to others at LIHI—with proficiency and strength in a core area—design, finance, planning, community outreach and/or construction management, organizational development, advocacy.
- Perform organization development and consulting services on behalf of LIHI with new partners, emerging nonprofits, joint ventures and BIPOC organizations.
- Provide supervision, training and technical assistance to coordinate and oversee the work of less experienced development staff, interns, staff of community partners or those with proficiencies different from one's own, to assist us all in cross-training for mutual strength.
- Maintain communication with Property Management, Compliance, Asset Management, Building Facilities and Accounting department staff.

### **Qualifications:**

1. Familiarity with housing development—can include affordable, low income, homeless or market rate housing from a financing, design, construction and/or legal perspective. A candidate's interest in community engagement, homelessness and housing policy are benefits to the candidate's application for employment.
2. Prior experience as a housing developer in either a for-profit or nonprofit setting is required, with at least three projects comparable in kind to LIHI's mission. Knowledge of public and private financing sources for low-income housing is preferred, and applicants from out-of-State are welcome. Prior work in Washington State affordable housing is preferred.
3. B.A or B.S. college degree in a relevant field required. A Master degree and/or other Certifications in relevant fields beneficial.
4. Prior experience working with emerging nonprofit organizations interested in real estate development, as well as ability to work effectively with communities of color in addressing housing, homelessness and anti-displacement issues.
5. Experience working with computers including word processing and spreadsheet software (Microsoft Word and Excel), and ability to maintain program budgets and financial information.
6. Excellent organizational, written and verbal communication skills; ability to work with diverse populations, funding sources, and ability to accommodate different work styles among colleagues.
7. Ability to coordinate simultaneously multiple development projects at different stages in the development process.
8. Past experience or demonstrated ability to supervise staff, vendors, consultants and interns.
9. Must pass criminal background check and drug screening.

**New hires must be fully vaccinated against COVID-19 by their start date; except where accommodations are required by law. Proof of COVID-19 vaccine is required unless an accommodation is made.**

*The Low Income Housing Institute is an equal opportunity employer. Qualified members of historically marginalized and underrepresented communities are encouraged to apply. LIHI participates in the e-verify system.*

**About us:**

The Low Income Housing Institute (LIHI) has a 30-year history and track record of owning and managing low-income housing; developing innovative solutions to homelessness; advocating for housing justice; providing supportive services; and operating hygiene services for homeless people at our Urban Rest Stops. LIHI staff have developed over 4,500 affordable housing units and manages over 2,500 units including rental housing, permanent supportive housing and transitional housing. The populations served include: families, singles, seniors, veterans, young adults, immigrants, low wage workers, and people living with physical and mental disabilities. LIHI is one of the largest nonprofit housing organizations in the state. Our properties are located in Seattle, King County, and five adjacent counties. LIHI is a national leader in sponsoring tiny house villages as a crisis solution to homelessness. Annually, the tiny house villages and shelters serve 1,000 homeless people and our hygiene programs serve over 8,000 homeless people. LIHI is a BIPOC organization committed to anti-displacement, equitable development, and social racial justice. LIHI staff is collaborative, dynamic, and dedicated to taking bold steps in ending homelessness and creating supportive communities for people to thrive.