



a human good company

JOB DESCRIPTION FOR:

Senior Housing Developer (Housing Developer III)

Applications on-line at this link: [APPLY HERE](#)

GENERAL STATEMENT OF POSITION

The Senior Housing Developer (HDIII) works with a team of staff to develop multiple affordable housing and community development projects. The HDIII works with minimal supervision in the areas of development of new project proposals, feasibility, pre-development review, project construction/rehabilitation management, and public / private financing for new and rehabilitated housing for low-income households. The HDIII position is responsible for supporting all aspects of project development from planning to closeout and may provide guidance and advice to Housing Developer I (HDI) and Housing Developer II (HDII) positions in support of development activities. The scope of this position's responsibility may include the following: assessment of community needs, identification and acquisition of appropriate sites, formulation of feasible housing proposals, including development and operating budgets and project schedules, assisting the sponsor in conducting community notification, preparation and review of funding applications, coordination of internal members of the project development teams and external consultants, and maintenance of sponsor communication and relationships.

Beacon is strongly committed to advancing racial, gender, and social equity. Beacon works with a range of clients who serve diverse communities; we are seeking a candidate who has the experience, confidence and desire to work in these communities. Beacon is committed to hiring and advancing personnel with an explicit goal to advance people of color, women, LGBTQ people, and other people from traditionally underrepresented communities. Candidates with experience living in affordable housing or who identify with those from disadvantaged backgrounds are encouraged to apply.

Salary range: \$95,000 – 140,000

Location: employee will be based in our Seattle offices; some travel required

REPORTS TO – Vice President of Development

POSITION CLASSIFICATION

FLSA Classification – Exempt

Job Category – Regular Full-Time

Grade 15 Job Code 416 Sr Housing Developer III

MINIMUM REQUIREMENTS

Education BA degree in finance, public administration, business, or related field; demonstrated successful experience (4 years) in multi-family affordable housing development may be substituted;

Experience/Training 4 years experience in affordable housing;

- Experience working with various types of public and private financing (e.g. bank loans, bridge loans, Tax Credits, etc.);
- Proven ability to manage multiple projects;
- Demonstrated ability to lead teams and to work as a team member;
- Demonstrated ability to independently oversee large, complex projects and effectively problem solve variety of issues that may occur
- Proficient in MS Word and Excel;
- Experience working in diverse groups;
- Commitment to the mission and goals of the organization;
- Excellent oral and written communication skills;

Certificates, Licenses, Registrations – Valid WA Drivers License and willingness to travel;

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not exclusive or all-inclusive. Other duties may be required and assigned.

Work Duties

1. Feasibility Analysis

- Researches and develops information required for project concept development;
- Researches and develops realistic project capital and operating budgets;
- Provides research and due diligence on funding sources and site acquisition.
- Creates and manipulates financial models to determine impacts of various cost assumptions and different potential funding approaches
- Quickly and efficiently update financial models with new information and provide results to leadership, team members and clients
- Stress test models to determine how changes in conditions would likely impact results

- Underwrite and analyze project financing including construction loans, permanent debt, tax-exempt bonds and Low Income Housing Tax Credits.

2. Funding Sources

- Maintains open and positive relationships with, public funders, investors and financial institutions;
- Researchs and develops information required for project concept development;
- Leads application process for various funding sources including LIHTC, tax-exempt bond debt, HUD programs, local subsidy, and conventional bank loans;
- Collaborates with Beacon Construction Manager on design process with clients and architects including securing all land use and building permits;
- Leads closing process for all funding sources;
- Participates in construction meetings as needed to ensure flow of communication throughout construction process.

3 Project Administration and Close Out

- Maintains positive working relationships with client/owner and all external team members;
- Manages acquisition of properties from purchase and sale agreement to closing and escrow;
- Oversees monthly financial draws and archiving of project files;
- Participates in regular construction meetings, ensures flow of communication throughout construction process;
- Completes appropriate reports to all funders;
- Facilitates completion of necessary cost certifications with accountants and consultants;
- Completes archiving of project files;
- Oversees transition of all files and other materials to the client and/or management agent.

5. External and Internal Development

- Initiates new project proposals with current and potential clients;
- Supports BDG Team in identifying and responding to Requests for Proposals;
- Independently manages and maintains effective work relations with outside consultants;
- Provides guidance and advice to Housing Developers in support of development activities;
- Helps create and oversee client relations efforts, including relationship management with key client(s);
- Represents Beacon on external committees and boards.

Lead Duties

- Provide guidance and advice to staff to achieve project performance goals.

- Assign, review, plan and coordinate the work of other team members.
- Delegate and oversee results of delegated work to staff.
- Assess the work of team members and report discrepancies to supervisor.
- Effectively communicate in all written and verbal forms of communication.

Mission Essential

- Display behavior that supports HumnaGood’s mission, vision and values.
- Displays the HumanGood Experience Behaviors and Values
 - Passion
 - Courage
 - Inclusion
 - Innovation
 - Impact
- Understand and adhere to company, community and department programs, policies and procedures.
- Demonstrate behavior that supports the company’s service excellence culture.
- Understand and adhere to federal and state laws governing employee and resident rights.
- Communicate effectively to perform the essential functions of the job.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB

Knowledge/ Skills/ Abilities

- Working knowledge of HUD, Low Income Housing Tax Credit Program, State and /or City housing requirements;

Workstyle Characteristics

- Integrity – honest and ethical.
- Cooperative – pleasant with others, good-natured, and cooperative.
- Dependable – reliable and responsible, fulfilling duties.
- Attention to Detail – careful about detail and thorough in completing work tasks.
- Concern for Others – sensitive to other’s needs and feelings; helpful and understanding.
- Adaptable/Flexible – open to change (positive or negative) and to variety in the workplace.
- Stress Tolerance – accepts criticism and deals calmly and effectively with stress situations.
- Independent – develops own way of doing; guides self with little or no supervision; depends on self to complete tasks.
- Initiative – willingness to take on challenges and responsibility.
- Leadership – willingness to lead, take charge, and offer opinions and direction.
- Achievement/Effort – establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.
- Analytical thinking – analyzing information and using logic to address work-related issues and problems.

All HumanGood Employers are Equal Opportunity Employers. Complying with the Americans With Disabilities Act, HumanGood Employers will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective team members and incumbents to discuss potential accommodations with the appropriate HumanGood Employer.