



InterIm Community
Development Association

JOB OPPORTUNITY

Position: Associate Housing Developer – full time, exempt

Salary: \$65,000-\$75,000, Generous medical, dental, and vision benefits; 403(b) retirement plan; healthcare FSA; flexible hybrid work arrangement

Reports to: Real Estate Development Director

About Us

InterIm Community Development Association (InterIm CDA) is a dynamic community development corporation with deep roots in Seattle's Chinatown/International District (CID). Our mission is, advancing social justice and equity for low income, Asian and Pacific Islanders, immigrant, and refugee communities. InterIm CDA develops affordable housing within a community development and cultural competence framework, holding people and culture at the center. We seek to address neighborhood and community housing needs in a way that builds community and embraces the culture, history, and people of a place, and through a social justice lens.

About the Job

This position offers a stepping stone to the Housing Developer position. As the Associate Housing Developer at InterIm CDA, you will be assisting with all aspects of the affordable housing development process in a way that furthers the mission of InterIm CDA and within a collaborative team environment. You'll be part of InterIm CDA's Real Estate team, a small but mighty 4-person team tasked to develop new housing (that's you), lead equitable development policy and advocacy efforts, and steward our existing portfolio of affordable mixed use buildings.

The Associate Housing Developer assists development team members to plan, manage, and implement all phases of the affordable housing development process from early planning and feasibility through predevelopment, financing, construction, closeout, and transition to Asset Management.

Activities will vary widely as projects progress and may include but are not limited to:

- Community engagement throughout the development process
- Research to assess housing needs
- Feasibility analysis
- Site control negotiations
- Acquisition

- Financing proposals
- Selection and coordination of consultants
- Design and construction coordination and oversight
- Assist with coordination during lease-up/start-up
- Closeout/conversion/stabilization coordination
- Advocacy is woven into everything we do. The Associate Housing Developer will engage in advocacy efforts to support affordable housing, and to further neighborhood and community interests relevant to housing and through an anti-racist and social justice lens.

This job might be for you if:

- You're an avid learner and have a strong desire to learn and eventually lead the entire affordable housing development process
- You care deeply about InterIm CDA's mission, the Chinatown International District (CID) community, and making a positive impact in the lives of the people we serve.
- You can work effectively and respectfully within diverse community and cultural settings
- You are comfortable working with numbers, budgets, and spreadsheets
- You have the ability to work independently and collaboratively
- You communicate clearly and are comfortable communicating in writing, on the phone, and in meetings.
- You're an organized self-starter who takes ownership of your work and makes efficient use of your time.
- You are proficient in MS Word and have some familiarity with MS Excel

It would be extra awesome if:

- You are familiar with the affordable housing development process
- You have a Bachelors or Masters degree in a related field such as planning, community development, architecture, public policy/administration, or other related field
- You have a racial and social justice analysis
- You are familiar with the CID community, and other Asian Pacific Islander, immigrant and refugee communities
- You are bilingual in Cantonese, Mandarin or Vietnamese
- You have excellent project management skills and can manage multiple activities concurrently
- You're a creative problem solver who can quickly adjust as conditions change
- You can manage conflict and meet deadlines, even in high pressure situations

To apply

Please send a cover letter, resume and a list of 3 references via email to Leslie Morishita at lmorishita@interimcda.org.

Questions?

Contact Leslie Morishita at lmorishita@interimcda.org.