


POSITION TITLE: Real Estate Development Director

REPORTS TO: CEO and Program Committee

SUPERVISORY RESPONSIBILITIES: Development Services Division staff

FLSA STATUS: Exempt

WORK SCHEDULE & LOCATION: This is a full-time position (40 hours per week) based either in Spokane or Bremerton/Seattle.

SALARY RANGE:

Spokane & Eastern Washington	\$97,916	To	\$146,929
Western Washington	\$102,807	To	\$154,319

BENEFITS: Package includes employer contributions to employee's health, life, disability, and dental insurance (family enrollment available at employee expense), FSA, paid holidays, sick leave, vacation leave, and 403(b) retirement plan.

POSITION SUMMARY:

Community Frameworks creates affordable housing as a catalyst to help communities thrive. We believe a quality, affordable place to call home is a great predictor of individual & family success. With a suitable place to live in a safe neighborhood, a person is better able to focus on work, health & education, & can get to know & help their neighbors. From this stable foundation, vibrant & thriving communities are born.

The Real Estate Development Director supports the CEO in the implementation of the vision, mission, programmatic and business objectives of Community Frameworks (CF) as set forth by the Board of Directors. The Real Estate Development Director manages real estate activities, providing oversight and leadership to production teams that develop rental housing and community facilities, both as a fee for service developer and for CFs' own rental housing portfolio. The Real Estate Development Director performs a significant amount of direct development functions on multiple project teams. This individual serves on the Executive Management Team and works with the Board of Directors to advance CFs' interests and build relationships in the Seattle and Spokane areas and with partners throughout its service area.

DUTIES & RESPONSIBILITIES:
Real Estate Development:

- Responsible for management of the division in keeping with corporate goals, establishing staffing levels & project budgets for the current pipeline, and planning for future pipeline development including marketing & positioning for new projects.

- Prepares an implementation plan and overall budget for the strategy; directs & supports the work of staff, consultants & contractors to assure effective implementation; establishes consistent systems & practices; guides and monitors performance, benchmarks & outcomes.
- Provides substantive support to Development Services staff members to ensure success in all aspects of the organization's projects including feasibility, design, due diligence, community outreach, and construction.

General:

- Works in partnership with the CEO, Executive Management Team, and Board of Directors to develop, convey and realize the mission, policy, and strategic business objectives of Community Frameworks, both internally and externally.
- Represents Community Frameworks in public settings and other professional settings.
- Cultivates funder and partner relationships important to successful achievement of production goals and CF's mission.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS & EXPERIENCE:
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- Direct experience with real estate project development activities (including project feasibility, market analysis, site selection, land acquisition, infrastructure development, construction process, project management and operations), ideally with housing for multiple populations across the housing continuum from homeless housing to homeownership.
- Familiarity with the unique elements and issues related to housing needs for people under 60% AMI, including the need for supportive services, operating subsidies, and common partnerships necessary for a successful project is strongly preferred.
- Experienced in the successful completion of publicly funded projects and knowledgeable of the requirements and expectations of public funders.
- Skilled in maintaining customer and partner relations, oral and written communication, and problem solving.
- Experienced in organizational administration including management, strategic planning, budgeting, financial management, and personnel and operations management.
- A degree in a related field, from an accredited, four-year college or university is required. If the degree is in an unrelated field, additional relevant work experience beyond the minimum may be substituted.
- Physical Demands: Ability to lift to 20 pounds as needed; ability to sit for extended periods of time; ability to sit, stoop, kneel, bend and lift as needed for routine office work; extensive wrist and hand movements required as related to keyboarding; and ability to be mobile as related to business needs.
- Regular travel is required.

How to apply: please submit a cover letter and resume to Deb Elzinga, President & CEO, at debe@communityframeworks.org.