



a human good company

JOB DESCRIPTION FOR:

Housing Developer II (Project Manager)

Application Link: [CLICK HERE](#)

GENERAL STATEMENT OF POSITION

Beacon Development Group is a non-profit affordable housing consultant and is affiliated with HumanGood. We are a mission-based, values-driven company working to serve the housing needs of our community.

The Housing Developer II (HDII) works with a team of staff to develop multiple affordable housing and community development projects. The HDII works with 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 HDII position is responsible for supporting all aspects of project development from planning to closeout. 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, development and operating budgets, project schedules, assisting the sponsor in conducting community notification, preparation and review of funding applications, and coordination of the project development team, including external consultants. We are also open to filling this position with a Senior Housing Developer (HDIII) or creating a near-term promotion path for the right candidate.

Salary Range: \$99,000 - \$125,000 depending on experience.

Location: Employee will be based in the Seattle office on a hybrid basis with some travel required.

ESSENTIAL FUNCTIONS

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

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.
- Underwrites and analyzes 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.
- Identifies appropriate funding and subsidy sources for each development project.
- Works with sponsors to understand loan terms, contracts, and other documents.
- Prepares clear and effective private and public funding applications.
- Negotiates funding documents with various funding sources and LIHTC investors.

3. Design and Construction

- Supports Construction Managers, clients, and architects in securing all land use and building permits.
- Participates in regular construction meetings, ensures flow of communication throughout construction process, and submits draws to public and private sources of financing.

4. Project Management and Close Out

- Maintains positive working relationships with client/owner and all external team members.
- Completes appropriate reports to all funders.
- Facilitates completion of necessary cost certifications with accountants and consultants.
- Manages ongoing project files and final archives.

5. External and Internal Development

- Supports BDG Team in identifying and responding to Requests for Proposals.
- Represents Beacon on external committees and boards.

MINIMUM REQUIREMENTS

Education BA and/or graduate degree in finance, planning, public administration, business, or related field; demonstrated successful experience (2 years) in multi-family affordable housing development may be substituted.

Experience/Training 2 years proven experience in affordable housing:

- Ability to manage multiple projects and effectively influence, negotiate, and communicate with internal and external partners.
- Strong organizational skills.
- Excellent written and oral communication skills and the ability to meet tight deadlines and prioritize workloads.
- Ability to create and manipulate real estate financial models in Excel.
- Basic understanding of real estate terms and concepts including LIHTC, debt, subsidy sources, title and closings.
- Experience working with various types of public and private financing (e.g. bank loans, bridge loans, Tax Credits, etc).
- 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.
- Proficiency in MS Word, Excel & PowerPoint.
- Experience working in diverse groups.
- Commitment to the mission and goals of the organization.

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.