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## HOUSING DEVELOPER II

### Organization Overview

The Seattle Social Housing Developer is a Public Development Authority (PDA) committed to creating, owning, and stewarding permanently affordable, mixed-income housing that is publicly financed, publicly controlled, and free from market speculation. As we lay the foundation for this transformative model, guided by international examples and rooted in public accountability, we are building a team to define a new standard for equitable, sustainable, and community-centered housing development in Seattle. Our goal is to expand access, strengthen the social fabric of our city, and ensure housing that is affordable forever and inclusive by design for current and future generations.

### Position Overview

We are seeking a Housing Developer II to support multiple affordable housing development projects by managing all project components from concept development through feasibility, design, permitting, construction and close out. This role requires knowledge of multifamily housing development, emphasizes strong execution, timely milestone achievement, and cross-functional collaboration with property sellers, legal counsel, title companies, due diligence vendors, design teams, and general contractors under the guidance of senior development staff.

The Housing Developer II reports to the Chief Real Estate Development Officer (CREDO) and works closely with the housing development team, including the Director of Acquisitions and the Director of Policy and Design, to advance new social housing projects from concept through completion.

### Position Details

Job Title: Housing Developer II

Department: Housing Development

Reports To: CREDO

FLSA Status: Exempt

Salary Range: \$110,000 - \$140,000. This full-time, salaried position includes a full package of benefits, including health, dental and vision.



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## Essential Duties and Responsibilities

### New Construction Projects

- Manage project feasibility, predevelopment, construction, and closeout for new development initiatives.
- In collaboration with the Director of Policy and Design, support preliminary massing studies and complete initial financial feasibility analysis.
- Assist with negotiating for land purchases and managing closings on property purchases.
- Support financing and construction closings in coordination with lenders, investors, and legal counsel.
- Lead procurement of design professionals and due diligence vendors in compliance with SSHD's procurement policies.
- Oversee predevelopment activities, including coordination of environmental testing, geotechnical analysis, surveys, schematic design, and other critical assessments to determine project scope and viability.
- Manage the design and permitting process, ensuring appropriate input from SSHD leadership and cross-departmental stakeholders.
- Facilitate regular project team meetings (weekly or biweekly), track action items, and maintain schedule adherence.
- Coordinate with Asset Management and Property Management to ensure operational considerations inform design decisions and finish selections.
- Manage the procurement process for the general contractor, negotiate the construction contract and final pricing, and ensure compliance with public funding requirements, including prevailing wage and SSHD's Project Labor Agreement.
- Oversee financial processing during construction, including draw management and budget tracking.
- Attend Owner-Architect-Contractor (OAC) meetings, oversee construction progress, manage draw requests, monitor budgets and contingencies, and collaborate with the Director of Policy and Design or third-party construction monitors to ensure construction quality.



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## Acquisition Projects

- Support the Director of Acquisitions in evaluating potential property acquisitions, including preliminary feasibility and financial analysis.
- Manage and coordinate the due diligence process, including third-party reports (environmental assessments, surveys, physical needs assessments, title review, and other required investigations).
- Assist with negotiating purchase and sale agreements and related transaction documents.
- Assist with preparation of development plans, project schedules, risk analyses, and recommendations for advancing projects.
- Support real estate closings, including coordination with legal counsel, lenders, and public agencies.

## Construction Closeout & Transition to Operations

- Complete Close Out Process, including monitoring final approval for prevailing wage compliance; obtaining lien releases for the general contractor and subcontractors; recording final title encumbrances for financing or zoning special permissions; passing on as-built drawings and Operating and Maintenance Manuals complete with warranties to facilities staff; filing for property tax exemptions; ensuring a transition to property insurance from builder's risk; and completing a Deal Book documenting project details.
- Partner with Property Management and Asset Management to transition projects to operations, beginning at least three months prior to anticipated Certificate of Occupancy.

## SSHD Collaboration and Team Building

- Attend regular staff meetings, team meetings, and Board Real Estate Committee Meetings.
- Maintain project files and communications according to agency protocol and public disclosure regulations.
- Participate in collaborative projects to improve the agency's functioning and build the agency's capacity. Examples include creating information management systems, reporting formats, presentations for internal or external use, and creating other tools for monitoring benchmarks and improving operations.



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## Other

- Perform other duties as assigned.

## Required Skills and Abilities

- Strong commitment to housing equity and experience working with communities most impacted by displacement and housing instability.
- 5+ years of progressively responsible experience in affordable housing development, policy, asset management, or program development.
- Demonstrated ability of efficient project management, facilitating teams, and launching projects or programs.
- Strong working knowledge of affordable housing finance tools and public-sector funding structures, with the ability to help advance financing strategies that leverage agency resources.
- Highly organized, independent, and capable of managing multiple priorities, deadlines, and stakeholder needs in a fast-moving start-up environment.

## Education and Experience

- Bachelor's degree required in Urban Planning, Public Administration, Real Estate, Finance, Construction Management, Architecture, Engineering, or a related field.
- Minimum of 5 years of progressively responsible experience in affordable housing development, real estate development, housing portfolio strategy, asset management, and/or housing operations.

## Preferred Qualifications

- Demonstrated experience overseeing or managing the development lifecycle, including acquisition, feasibility/due diligence, project budgeting, and coordination through construction and/or renovation.
- Master's degree in Real Estate, Urban Planning, Public Administration, Finance, or a related field.
- Experience working with public-sector housing finance tools and building cross-sector partnerships with funders, community-based organizations, and public agencies.
- Experience with sustainability and resilient building practices (e.g., energy efficiency, healthy materials, green building, Passive House).
- Multilingual abilities and/or culturally grounded community engagement experience.



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- A deep understanding of the real estate market across various Seattle neighborhoods.

### **Other Requirements**

- Must pass a background check
- Ability to travel within a 60-mile radius and work occasional evenings/weekends.

### **To Apply:**

Send a position-specific cover letter and resume in a single PDF to: [careers@seattlesocialhousing.org](mailto:careers@seattlesocialhousing.org). Application deadline is March 25, 2026 or until filled.

### **Building Equity Through Housing and Hiring**

As part of Seattle Social Housing's overall commitment to racial equity, we work for affordable housing development that is grounded in justice. We see the hiring of this position, and all positions, as an opportunity to be a more equitable and racially just organization.

Seattle Social Housing is an equal opportunity employer and does not discriminate on the basis of race, national origin, gender, gender identity, sexual orientation, protected veteran status, disability, age, or other legally protected status. People of color, Native and Indigenous people, trans and LGBTQIA people, people with disabilities, and other individuals who bring critical perspectives from historically marginalized communities are strongly encouraged to apply.