COMMUNITY FRAMEWORKS
JOB DESCRIPTION

POSITION TITLE:  Housing Developer

REPORTS TO:  Real Estate Development Director

FLSA STATUS:  Exempt

WORK SCHEDULE & LOCATION:  This is a full-time position (40 hours per week) based in Community Frameworks’ Spokane or Bremerton, Washington offices.

SALARY:  Commensurate with experience and office location

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

POSITION SUMMARY:

Community Frameworks and its Development Services team acts as a consultant, helping nonprofit organizations and housing authorities develop housing and supportive service centers for their local communities across the State of Washington. In addition to helping other non-profit organizations develop affordable housing, Community Frameworks is the owner and steward for a number of affordable multi-family rental properties in the Spokane area. These properties include new construction as well as the acquisition and rehabilitation of existing properties.

Our staff members have expertise in the full spectrum of affordable housing development, including securing multi-source public and private funding and managing the project from conception through construction and occupancy. Projects typically use both public and private funding sources. These important and impactful projects serve low-income and other vulnerable populations living in our communities.

The Housing Developer works in one or more of Community Frameworks direct development initiatives which are operated primarily in Washington. The purpose of these initiatives is to work in partnership at the local level to produce safe, decent affordable housing that contributes to the building of vital communities.

The Housing Developer is engaged in activities which lead to the successful completion of affordable housing development contracts and projects, and further client capacity building and local community development objectives. The Housing Developer participates as a member of one or more project teams, conducting project development tasks as assigned, and developing and maintaining the relationships necessary to accomplish successful projects.

The position requires experience in many aspects of housing project development, as well as capacity for good time management, and to be self-motivated and use independent judgment. The position requires excellent problem-solving skills as well as the ability to work independently and in a team environment assisting clients to complete projects in rural and urban communities. The Housing Developer must work effectively at task assignments on team projects, and interact collaboratively with a broad range of stakeholders, partners, funders, and clients.
DUTIES & RESPONSIBILITIES:

Housing Developer will (independently and/or as a team member) be given direction to plan, schedule and complete some or all of the following tasks and duties under the direction of a project team leader or Real Estate Development Director.

- Perform tasks in the process of project concept development and feasibility analysis,
- Perform tasks to prepare project elements for both the internal Community Frameworks’ approval process and the external approval processes of partners, funders and regulating agencies.
- Monitor progress of assigned project elements, directing those components to fruition as contracted, making any day-to-day decisions and taking actions which keep the project on track to the extent delegated by the team leader,
- Recommend changes and seek approval for deviations from planned budget, schedule, deliverables, cash flow, contract terms, legal liability, financial risk, partner and funder relations, etc., and prepare information to be included in reports to management.
- Technical duties may include but are not limited to assignments to complete (with supervision) in full or in part:
  - Identification of real estate development opportunities and preparation of proposals for development projects.
  - Preparation of estimates of project development and operating costs, proformas and other financial analyses for current and planned projects.
  - Assembling the development team, including architect, contractor, attorney, lenders, and investors.
  - Assembling financing including the preparation of applications and documents associated with the development.
  - Management of the planning, design, bid/award, construction and close out of capital construction projects to ensure that projects conform to quality standards, and stay on time, and within budget.
  - Supervision of the marketing of developed properties as appropriate.
  - Coordination of tenant relocation as necessary.
  - Coordination with property management during the development period, and assistance with post-development property management policy development and training
- Perform other duties as assigned.
- Some travel required.

KNOWLEDGE, SKILLS & EXPERIENCE:

- Basic understanding of the affordable housing development process from feasibility to close out.
- Experience in several aspects of real estate and housing project development, such as project feasibility, market analysis, financial packaging, site selection, land acquisition, infrastructure development, construction process, project management and regulatory compliance. May have experience in affordable housing development or a related field.
- Experience in securing project financing from public and private sources.
- Experience in operating pro forma modeling.
- Basic understanding of project management.
- Basic understanding of land use issues and development.
- Basic understanding of the construction process and managing the design / construction team.
- Basic understanding of the various components of capital and operating funding.
- Familiarity with the selection and oversight of a variety of outside consultants and providers of professional development and construction services.
• Experience in the successful completion of publicly funded projects and knowledgeable of the requirements and expectations of public funders.
• Ability to effectively lead other team members is desired; must have experience working collaboratively in a team structure and with self-direction.
• Skilled in maintaining customer and partner relations using tools such as oral and written communication, problem solving, and setting reasonable expectations.
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• Proficiency with computer software including word processing, spreadsheets, Internet, and video conferencing.
• Has or is willing to obtain certification in the National Development Council (NDC)'s Rental Housing Development Financial Profession Certification or similar.
• Minimum of three years program & project development, real estate and/or community development is preferred. A degree in a related field, from an accredited, four-year college or university is also required. Additional relevant work experience above and beyond the minimum may be substituted for the college degree; a graduate degree in related field may be substituted for work experience.
• Physical Demands: Ability to move or transport up to 20 pounds as needed; ability to remain in a stationary position for extended periods of time; ability to position self as needed for routine office work such as accessing filing cabinets or using the phone; ability to operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer; and ability to be mobile as related to business needs.

To Apply:

Please submit a cover letter, resume, and application to johnc@communityframeworks.org. Note that you must submit all three documents to be considered. Below are links to our application, both in Word and as a PDF.

Employment Application (Word)
Employment Application (PDF)