COMMUNITY FRAMEWORKS  
JOB DESCRIPTION  

POSITION TITLE:  Senior 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 Senior 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 Senior 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 Senior Housing Developer plans, coordinates and manages, leading project teams, supervising team members, conducting project development tasks, and developing and maintaining the relationships necessary to accomplish successful projects. 

The position requires extensive experience in complex affordable housing development, financing & regulatory skill areas, as well as demonstrated superiority in time management, self-motivation and independent judgment. The position requires advanced technical skills as well as the highly developed ability to work independently and in a team environment, assisting clients to complete projects in rural and urban communities, providing leadership and visioning for development staff assigned to team projects, and working collaboratively with a broad range of stakeholders, partners, funders and clients.  

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August 10, 2020
DUTIES & RESPONSIBILITIES:

The Senior Housing Developer will play a lead role (working both independently and as a team leader) in the performance of some or all of the following duties under the direction of Real Estate Development Director.

- Direct the process of project concept development and feasibility analysis.
- Guide the project through both the internal Community Frameworks’ approval process and the external approval processes of partners, funders and regulating agencies.
- Supervise project team members and monitor progress, directing the project to fruition as contracted, making day-to-day decisions and taking actions which keep the project on track.
- 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 to report results to management.
- Technical duties may include but are not limited to:
  - 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 project 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.
  - 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:

- Extensive experience in affordable real estate and housing project development, including project feasibility, market analysis, financial packaging, site selection, land acquisition, infrastructure development, construction process, project management and regulatory compliance.
- Ample experience in securing project financing from public and private sources, specifically including Low Income Tax Credits and/or New Market Tax Credits.
- Extensive experience in the selection and oversight of outside consultants and providers of professional development and construction services.
- Significant experience in the successful completion of publicly funded projects and knowledgeable of the requirements and expectations of public funders.
- Broad experience and expertise in project and budget management for complex projects.
- Ability to function as a project lead with a high degree of autonomy.
- Ability to effectively mentor and supervise staff as well as work collaboratively in a team structure and to be self-directed.
- Skilled in maintaining customer and partner relations using tools such as oral and written communication, problem solving, and setting reasonable expectations.
- Displays leadership in conflict mediation within the team and between stakeholders.
- Ability to succeed under pressure with multiple, simultaneous task assignments.

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• Ability to independently solve project problems and obstacles such as conflicting funder requirements or financial issues.
• Ability to employ creative thinking in order to move projects forward.
• High level of proficiency with computer software including word processing, spreadsheets, Internet, and video conferencing.
• Certification in the National Development Council (NDC)'s Rental Housing Development Financial Profession Certification or similar. Work related experience may be substituted.
• Minimum of five years program & project development, real estate and/or community development is required, with at least two years of that in a leadership, management, or administrative role. 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.
• 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)