

EMPLOYMENT OPPORTUNITY

Housing Development Director

Do you want to help change our community to end homelessness? We are looking for an innovative individual to join our team and help us navigate the journey of developing affordable housing opportunities for our community. This is a new position for our agency and there will be opportunity for growth and development.

The Housing Development Director will work closely with the Executive Director with the goal of developing affordable housing opportunities for our community. The Director will take the lead role in managing the development process (i.e. identifying sites, evaluating project feasibility, securing financing, assisting in outreach to potential donors and investors, partnership development, supervising construction, etc.) and be responsible for ensuring properties will be financially, operationally, and structurally sound.

JOB DUTIES and RESPONSIBILITIES INCLUDE:

1. Define project concepts to meet housing needs and carry out the agency mission.
2. Locate, analyze sites and help agency obtain site control.
3. Assess feasibility of project development and operations.
4. Conduct research on innovative housing strategies, housing needs and market conditions for specific projects.
5. Work with CFO to ensure financial stability of housing development projects. Obtain financing for projects including grants, loans, tax credits and other subsidies.
6. Work with Executive Director and Development team to support outreach to potential donors and investors.
7. Develop viable asset management plans and budgets, including monitoring budget expenditures, providing for budget revisions, procurement, and inventory controls.
8. Prepare funding applications, negotiate financing agreements and lead real estate interactions.
9. Assemble and manage development teams (architects, contractors, attorneys, construction managers and other consultants).
10. Obtain bids for professional services, enter into contracts and supervise performance of project partners such as, general contractors, surveyors, geotech, soil engineers, etc.
11. Collaborate with other agency Directors to integrate tenant support and enrichment services and to facilitate rapid lease-up of new properties and vacant rental units.
12. Build partnerships and work with other human service providers and community resources to develop appropriate support service agreements for each housing project.
13. Manage community input and land use review processes.
14. Oversee the construction management process.
15. Produce reports required by funders and investors.
16. Coordinate transition of completed projects to the Facilities Management team.
17. Participate in meetings and trainings, as required.
18. Other related duties as assigned by Executive Director or Board of Directors.

QUALIFICATIONS INCLUDE:

Education & Experience

- Bachelor's Degree in Business, Community Development, Real Estate, or related field preferred.
- 3+ Years of professional experience in community development, affordable housing development or related field preferred.
- Experience Leading Development Teams.
- **OR** a combination of education and experience providing the knowledge, skills, and abilities to successfully perform the work.

License(s) & Certification(s)

- Must have valid driver license and auto liability insurance if personal vehicle is used for work-related travel.

Skills and Abilities

- Knowledge of building systems and construction management practices.
- Knowledge of innovative models for creating affordable housing, such as through social investment, and knowledge of local, state and federal affordable housing financing tools, including LIHTC, Housing Trust Fund, CDBG, Etc. Familiarity with compliance and regulatory requirements of various sources.
- Ability to structure viable financing packages and presenting them in standardized development and operating proformas.
- Ability to prepare competitive funding applications and articulate projects to potential donors and investors.
- Ability to manage complex and time-critical processes, funding requirements and relationships to complete projects on time and on budget.
- Understanding of contract delivery systems and contract types.
- Ability to work in partnership with funders, investors, consultants, contractors, regulatory bodies, Community Action staff and board.
- Ability to evaluate risk and develop risk management plans for projects.
- Excellent computer skills including advanced proficiency in Excel and on-line research.
- Excellent oral and written communication skills.
- Ability to work in a collaborative team environment.
- Demonstrated ability to work harmoniously with people from varied cultural, socioeconomic, educational and experiential backgrounds.
- People of color, LGBTQ people, and those from Indigenous communities are strongly encouraged to apply.

COMPENSATION AND BENEFITS:

\$5,583.44- \$6,977.93 salary per month (DOE)

Benefits include:

- Medical & Dental Insurance including Rx and Vision
- Life Insurance and AD&D coverage
- SIMPLE IRA Retirement Plan (3% Employer Match)
- Employee Assistance Program
- Voluntary supplemental Cafeteria 125 Plan
- Paid Sick and Vacation Leave

- 12 Holidays per year (+2 Personal Holidays per Year)
- Health club discounts

(Community Action reserves right to modify, amend, or terminate any benefit at any time for any reason.)

TO APPLY: Qualified candidates are encouraged to apply by providing **ALL** items requested. Please submit the following: (1) Community Action Application (2) Resume (3) Letter of Interest.

Application Packets should be submitted to: **employment@communityactionskagit.org**

You can find all job announcements and apply online on our website at www.communityactionskagit.org

Community Action of Skagit County reserves the right to extend application deadlines and to modify the selection schedule without notice, to form eligibility lists for, or make appointments to, other positions with similar employment requirements. Community Action of Skagit County is an Equal Opportunity Employer. Should you require accommodation in the application process, please contact our HR Department.
