

POSITION **Housing Development Specialist** **DATE OF HIRE**

EMPLOYEE **COMPENSATION**

JOB DESCRIPTION:

The Housing Specialist is responsible for overseeing all stages of housing development in support of non-profit's mission to create equitable housing solutions. The Housing Specialist shall take the lead role in managing the development and construction process as well as transitioning the development to the Asset Management team upon project completion and stabilization.

DUTIES:

- Responsible for all stages of affordable housing development
- Develop and maintain relationships with federal, state and local funders, government agencies, community and neighborhood groups, development partners and industry professionals
- Locate, analyze, oversee pre-development due diligence and secure site control
- Conduct financial analysis of development opportunities, including the creation of detailed proforma and development models
- Conduct research on housing needs and market conditions for specific projects
- Secure project financing including grants, loans, tax credits and other subsidies. Prepare funding applications and negotiate financing agreements
- Assemble & manage development team (architects, contractors, attorney, engineers)
- Obtain bids for professional services, enter into contracts and supervise performance of project partners
- Manage community input process
- Produce reports required for funders and investors
- Establish, maintain and continually improve standard operating procedures and tools for real estate development
- Coordinate transition of completed projects to Asset Management
- Establish and maintain records of all activities
- Other duties as assigned

SKILLS/QUALIFICATIONS:

- Bachelor's degree or 3 years equivalent professional experience in a relevant field such as real estate, community development, business, affordable housing, urban planning. Preference may be given for development of affordable multifamily housing
- Knowledge of affordable housing finance programs including LIHTC, HUD, HOME, FHLB
- Skills in structuring viable financing packages, development budgets and operating pro formas
- Strong relationship management skills
- Ability to complete tasks in a time-sensitive environment

- Strong problem solving, organizational, time and project management skills
- Ability to work in a collaborative team environment
- Strong communication skills, both verbal and written
- Proficient in Microsoft Office to include Word, Excel, Outlook & PowerPoint