



Job Description Senior Housing Developer

GENERAL STATEMENT OF POSITION

Senior Housing Developers work with a team of staff to develop multiple affordable housing and community development projects. Senior Housing Developers work with minimal supervision in the areas of development of new project proposals, feasibility, pre-development review, project construction/rehabilitation management, and public / private financing for new and rehabilitated housing for low-income households. The Senior Housing Developer position is responsible for supporting all aspects of project development from planning to closeout, and may provide guidance and advice to Housing Developers in support of development activities. The scope of this position's responsibility may include the following: assessment of community needs, identification and acquisition of appropriate sites, formulation of feasible housing proposals, including development and operating budgets and project schedules, assisting the sponsor in conducting community notification, preparation and review of funding applications, and coordination of internal members of the project development teams and external consultants.

REPORTS TO – Development Director

POSITION CLASSIFICATION AND LOCATION

Full time, exempt

Location – Beacon Development Group, Seattle, WA

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not exclusive or all-inclusive. Other duties may be required and assigned.

Work Duties:

1. Feasibility Analysis
 - a) Researches and develops information required for project concept development;
 - b) Researches and develops realistic project budgets;
 - c) Provides research and due diligence on funding sources and site acquisition.

2. Project and Construction Management

- a) Manages construction contract/bid process with input from construction manager;
- b) Manages acquisition of properties from purchase and sale agreement to closing and escrow;
- c) Manages design process with clients and architects including securing all land use and building permits;
- d) Processes and maintains accurate and functional filing system for all construction process documents including draws, change orders, meeting minutes etc;
- e) Participates in regular construction meetings, ensures flow of communication throughout construction process.

3. Funding Source Development

- a) Maintains open and positive relationships with public funders, investors and financial institutions;
- b) Works with sponsors to understand loan, contract and other documents;
- c) Identifies appropriate funding and subsidy sources for each development project;
- d) Prepares clear and effective private and public funding applications;
- e) Negotiates funding documents with various funding sources and private investors.

4. Project close-out

- a) Completes appropriate reports to all funders;
- b) Facilitates completion of necessary cost certifications with accountants and consultants;
- c) Completes archiving of project files;
- d) Finalizes transition of all files and other materials to the client and/or management agent.

5. External and Internal Development

- a) Initiates new project proposals with current and potential clients;
- b) Independently compiles and responds to Requests for Proposals;
- c) Independently manages and maintains effective work relations with clients and external partners;
- d) Provides guidance and advice to Housing Developers in support of development activities;
- e) Helps create and oversee client relations efforts, including relationship management with key clients;
- f) Represents Beacon on external committees and boards.

Mission Essential

- Display behavior that supports the Beacon mission, vision and values.
- Understand and adhere to company, community and department programs, policies and procedures.
- Communicate effectively to perform the essential functions of the job.

MINIMUM REQUIREMENTS:

Education – BA degree in finance, public administration, business, or related field (demonstrated successful experience (4 year minimum) in multi-family affordable housing development may be substituted);

Experience/Training

- 4 years experience in affordable housing development;
- Experience working with various types of public and private financing (e.g. bank loans, bridge loans, Tax Credits, etc.);
- Proven ability to manage multiple projects;
- Demonstrated ability to lead teams;
- Demonstrated ability to independently oversee large, complex projects and effectively problem solve variety of issues that may occur;
- Experience in project and staff supervision (preferred);
- Proficient in MS Word and Excel;
- Excellent oral and written communications skills;
- Experience working in diverse groups;
- Commitment to the mission and goals of the organization.

Certificates, Licenses, Registrations – Valid WA Drivers License and willingness to travel;

Beacon is an Equal Opportunity Employer. Complying with the Americans With Disabilities Act, Beacon will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective team members and incumbents to discuss potential accommodations with Beacon.
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To Apply:

Send resume and cover letter to:

barbarag@beacondevgroup.com

or mail to:

Beacon Development Group
Attn: Barbara Guzzo
1221 East Pike Street #300
Seattle, WA 98122