



CAREER OPPORTUNITY – AFFORDABLE HOUSING

JOB TITLE/STATUS: Housing Developer, Full-time Exempt
COMPENSATION: \$54,000 - \$70,000 DOE, Excellent Benefits Package
LOCATION: Yakima, Washington

Position Summary

The Housing Developer reports directly to the Director of Housing Development and Executive Director (ED). With ongoing guidance and support, this position is primarily responsible for performing all aspects of the development process necessary to obtain capital construction funding for low-income and farmworker housing in rural communities in Washington State. As an integral part of the ORFH team, the Housing Developer requires excellent project management skills to facilitate multiple projects from start to finish.

Essential Duties and Responsibilities

- Research, collect, and analyze data to determine low-income and farmworker housing needs in selected communities
- Compile inventories of vacant land in selected communities and research site ownership, availability, value and development features of parcels selected for scattered-site developments
- Work cooperatively with housing sponsors and public representatives on issues related to proposed housing developments
- With ongoing guidance and support, conduct preliminary feasibility analysis through developing operating pro-forma financial projections and detailed financial analyses and development/construction budgets; monitor and update regularly
- Prepare preliminary and final funding applications for public and private capital by creating, compiling and documenting required information. Said funding will support feasibility, pre-development, construction, and permanent financing phases of development. Submit all funding applications for in-house review and approval prior to formal submittal
- Coordinate and collaborate with development team members including architects, engineers, contractors, lenders and other stakeholders. Communicate regularly; manage relationships and progress of all team members through project completion
- Ensure compliance with laws, regulations and any grantee requirements
- Maintain project files
- Other duties as assigned

Knowledge, Skills and Abilities

- Outstanding interpersonal, verbal and written communication skills
- Effective negotiation and conflict resolution skills
- Perform daily responsibilities and projects with ongoing guidance and supervision
- Exercise sound judgment and decision-making, including confidentiality, within defined scope of authority
- Excellent organizational, time management, and problem-solving skills
- Ability to work under pressure and successfully meet deadlines
- Accurate and detail-oriented with follow-through skills
- Intermediate level proficiency with Microsoft Office suite, especially Excel, and internet technology
- Ability to work collaboratively with project teams, funders, government agencies, fellow staff members, and a wide variety of individuals
- Ability to perform detailed financial analyses and develop and maintain multiple budgets
- Ability to be creative and flexible in the face of ambiguous, changing or challenging situations
- Bilingual (English and Spanish) and bicultural desirable
- Personal qualities of integrity, credibility, and commitment to the mission
- Valid WA driver's license, proof of insurance, and ability to travel locally
- Eligibility to work in the United States

Education and Experience

- Bachelor's degree in a field related to business, planning, community development or equivalent direct work experience
- Minimum of two years' experience planning, housing development, construction or related field
- Experience working with nonprofits, public agencies and with community representatives preferred
- Familiarity with housing development laws and regulations helpful

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Talk and hear on a regular basis
- Stand, walk, use hands to finger, handle, or feel, type, and reach with hands and arms
- Ability to occasionally lift office products and supplies up to 20 pounds
- Work takes place in an office environment where long periods of sitting, working on a computer, walking to various work areas, going up and down stairs, and standing are required
- Local travel required

How to Apply

To be considered for the position, please send: 1) resume, 2) cover letter, and 3) completed Application for Employment form to ORFHInfo@orfh.org, or mail/drop off: 1400 Summitview Avenue, #203, Yakima, WA 98902. For application materials, go to www.orfh.org. **Deadline for Application: Open until filled.** Only complete application packets will be reviewed, only qualified individuals will be contacted for an interview.