



Development Director

Oxnard, CA | \$125,000 to \$135,000

The Development Director, under the supervision of the Chief Real Estate Development Officer (CREDO), will oversee the functions of the Multifamily Housing Development department within their assigned geography.

With a mission to build affordable homes, with site-based services that offer opportunities to change lives and strengthen communities, People's Self-Help Housing is the longest serving nonprofit developer on California's Central Coast. We serve low income working families, farmworkers, seniors and veterans and provide welcoming environments for those living with disabilities and for the formerly homeless. Along with building and managing beautiful and accessible neighborhoods in San Luis, Santa Barbara and Ventura counties, we offer a broad array of programs to promote, health, education and connections to community-based resources.

This is a full time position (40 hours per week, 5 days per week).

Competitive benefit package including:

- Employer-paid Medical/Dental/ Vision, LTD/ STD
- Pension Profit Sharing Plan
- Paid Vacation, Holidays and Sick Time
- Alternative Work Schedule Option
- Employer investment in professional education reimbursements and wellness reimbursements
- An excellent supportive staff and work environment.

Responsibilities

- Strategically plan, evaluate, and process new business opportunities through a variety of means in targeted geographies, recommending areas for expansion.
- In coordination with Real Estate Acquisition Manager, identify and evaluate sites for potential housing developments.





- Negotiate and obtain site control for housing opportunity sites. Complete due diligence and preliminary feasibility analysis in accordance with project critical path schedules.
- Coordinate with project managers and leadership team as needed to finance and close real estate transactions.
- Develop initial project concepts including recommended design, target population, finance and entitlement paths. Refine project proposals to present go/no-go recommendations ahead of critical dates for acquisition prospects.
- In coordination with the CREDO, lead the department in strategy for successful responses to RFQ's and RFP's.
- Manage design development and entitlement activities, culminating in building permit-ready construction documents. Oversee changes to the project scope, schedule and costs using appropriate verification techniques to keep the project plan accurate, updated and reflective of authorized changes.
- Manage design standards, soliciting feedback from internal and external stakeholders as needed to maintain updated ownership preferences.
- Manage assigned staff and provide oversight of their project assignments from concept through completion.
- Supervise identification, preparation and submittal of competitive applications to federal, state, local, and private funding sources for site acquisition, predevelopment, construction, and permanent financing.
- Work collaboratively and proactively with internal and external stakeholders to identify and resolve issues.
- Supervise, review and approve actions and workarounds required to mitigate project risk events in order to minimize the impact of the risks on the project.
- Contribute to team performance by building cohesiveness, leading, mentoring, training and motivating.
- Support and elevate cross-departmental communication and collaboration.
- Represent the corporation before public bodies, community and neighborhood groups, and financing agencies in promoting PSHHC and its goals; these meetings may occur throughout the three-county area served and may occur in the evening hours.
- Actively participate in staff training and organizational functions and activities as needed.
- Communicate with the PSHH Executive Team regarding the status of specific projects and special initiatives, directly supporting projects as needed.
- Other duties as required by the CEO, CREDO, or their designates.





Requirements

Note: Will consider candidates with relevant but slightly lesser experience per the below listed requirements for a Senior Project Manager position.

- A degree in Urban Planning, Public Administration, Business Administration, Finance or a related field is desirable.
- Preference may be given to those possessing advanced degrees (PhD, MBA, MPA, MS, MA, JD, etc.) or relevant certifications.
- Seven years in real estate/housing development construction, or finance, preferably for a non-profit developer.
- Experience with governmental grant programs and a thorough understanding of low-income tax credit financing.
- Advanced degree in lieu of experience will be considered.
- Capacity to negotiate contracts to minimize costs while ensuring that the scope of work is comprehensive and accurate.
- Ability to prepare complex feasibility analysis with attention to detail.
- Proven ability to develop and maintain strong working relationships
- Strong communication skills, both verbally and in writing, so that others have a clear understanding of the ideas and expectations being conveyed.
- Ability to listen intently to what other people are saying, taking time to understand, asking questions when appropriate, and allowing others to speak without interruption.
- Ability to recognize contributions and praise others for a job well done.
- Openness to diverse points of view and consistent practice of treating people equally and with respect, regardless of their position or background.
- Ability to inspire loyalty and support by demonstrating high ethics and values.
- Ability to build mutual trust through cooperation and team development.
- Personal qualities desired include a high degree of self-motivation, initiative, entrepreneurship, creativity, perseverance, flexibility, and a sensitivity of the greater social values upon which the activities of organizations such as PSHHC are based.
- Must possess a valid California driver's license and current automobile insurance.

To apply, send resume to:

- Email: hr@pshhc.org
- Fax: 805.544.1901
- Mail: Attn: HR, 3533 Empleo Street, San Luis Obispo, CA 93401

