

## JOB ANNOUNCEMENT

<b>Title</b>	Director of Real Estate Development
<b>Compensation</b>	Current salary range: \$120,000 to \$140,000 Salary range starting July 1, 2022: \$130,200 to \$151,900  Benefits include medical, dental and vision, with coverage for spouse or child(ren) for \$200/month employee copay and full family coverage for \$300/month copay; employer contributions to 401(k) retirement account equal to 6% of salary; life/STD/LTD insurance; and vacation and sick leave.
<b>Status</b>	Full-time, regular, salaried, exempt position
<b>Reports to</b>	Executive Director
<b>Application Process</b>	Send a cover letter and resume to <a href="mailto:traci@HDC-NW.org">traci@HDC-NW.org</a> , using the subject line <b>Director of Real Estate Development</b> . In your cover letter, please describe how your background and experience prepare you for this position.

*Housing Development Center is committed to employing a diverse workforce. Qualified applicants will receive consideration without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, gender expression, veteran status, or disability. We are committed to hiring and supporting those with disabilities through an inclusive work environment and accommodations for visible and non-apparent disabilities. If you need an accommodation to complete the application process, please contact our director of finance and operations, Meredith Bowie, at [meredith@hdc-nw.org](mailto:meredith@hdc-nw.org).*

### About Housing Development Center

Housing Development Center (HDC) is a nonprofit consulting group founded in 1993. Our staff are committed to fostering equitable communities where all people have the opportunity to meet their basic needs and thrive. Working in communities across Oregon and southwest Washington, we provide integrated services in the areas of affordable housing and facilities development, asset management, policy and industry support, and community development financing.

At HDC, we ground to four guiding values: *orient to justice, practice creativity, seek environmental balance*, and *center community*. HDC is committed to fostering an inclusive workplace where people of all backgrounds feel welcome, valued, and supported to achieve and balance their professional and personal goals. Our team members bring diverse qualifications gained through formal education, job experience, and lived experience.

Our mission: *Centering those who have been historically oppressed, HDC collaborates with its partners to envision, develop, and sustain affordable homes and community places.*

For more information, visit [www.hdc-nw.org](http://www.hdc-nw.org)

## Position Summary

The director of real estate development codirects HDC's housing and facilities development activities, pairing with an individual who has complementary qualifications, and leads an interdisciplinary team of project managers to provide real estate development consulting to nonprofit and housing authority clients. The team's responsibilities include the full range of development activities, from working with clients to create a development pipeline to delivering projects. The team also coordinates closely with HDC's asset management team. The director of real estate development supervises the staff on the team and ensures their ongoing professional development. The position is a member of the HDC management team, which is responsible for managing HDC's financial and operational health and ensuring the organization achieves its strategic objectives. The management team also participates in setting strategic direction for the organization consistent with the HDC's mission, vision, and values and contributes to the health of the affordable housing industry by participating in the creation and maintenance of sound policy and funding approaches. HDC is an antiracist organization, and a commitment to ongoing learning and practice of antiracist principles is a requirement for this position.

## Essential Functions

As a director of real estate development at HDC, you will...

- Demonstrate a strong commitment to HDC's organizational mission and values.
- Be able to work professionally, effectively, and respectfully with individuals of diverse backgrounds and with culturally specific organizations.
- Be able to work as an effective consultant to clients who have different collaboration styles and who bring different perspectives and experience levels to the development process.
- Be able to coordinate collaborative processes involving team members from multiple organizations and across disciplines.
- Be able to work independently, manage multiple priorities, and identify critical paths to desired outcomes.

- Demonstrate technical skills and knowledge required to provide exceptional service to clients:
  - Use your up-to-date knowledge of affordable housing development tools and practices.
  - Play a leadership role for your development team.
  - Be proficient with word processing and spreadsheet programs.
  - Demonstrate excellent written and verbal communication skills.
- Be willing and able to travel when necessary (not common), primarily in Oregon and Washington.
- Have access to an automobile for work-related driving.
- If using a personal vehicle for work travel, maintain a valid driver's license and auto insurance.

### Primary Responsibilities

- **Lead a team of project managers.** Build and maintain a team with an average of five to six project managers that is collaborative and supportive of each other and of HDC's mission. Ensure the team has the resources it needs to meet its goals, be strong project managers, and maintain a balanced workload. Provide an environment for team members to bring forward ideas, issues, and solutions; foster continuous improvement of work processes and product; and make space for regular constructive feedback. Elevate opportunities and issues to the rest of the organization to promote shared leadership, learning, and growth. As needed, step forward to problem-solve, provide guidance and correction, and meet urgent needs.
- **Supervision.** Directly supervise all team members. The supervision role includes hiring, onboarding, and ensuring professional development of team members.
- **Program management.** Directly participate and facilitate team participation in determining goals and strategies for HDC's development activities, meeting emerging client needs, client selection, marketing of services, and preparing contracts. Work with the management team to create the development program budget and work with the other director of real estate development to achieve the program budget. Ensure that HDC has current knowledge of issues impacting affordable housing development and contribute to HDC's engagement in policy issues. Coordinate with other project management teams and with HDC's asset management team to meet HDC's mission and strategic plan goals.
- **Relationship management.** Create and maintain positive working relationships with external parties—including clients, public funders, third-party consultants (architects, contractors, attorneys, accountants, etc.), policy makers, lenders, and investors—to facilitate meeting HDC's mission, strategic plan, and business goals. Coordinate with HDC staff to ensure that HDC plays an active and productive role in the affordable housing industry.

- **Project management.** Ensure that the team’s projects are delivered with high quality and meet the clients’ needs and goals. Facilitate a collaborative approach towards project delivery with the team, encouraging learning, sharing resources, and finding solutions together. Take a direct role in project management where appropriate in order to meet project and team needs. For all projects, provide or facilitate mentorship of the project managers, troubleshooting and problem solving, meeting urgent project needs, and elevating issues that need additional attention.
- **HDC management team member.** Directly participate and facilitate team participation in ongoing operations and strategic direction of HDC. Provide information and play an active role to support and staff the board of directors and HDC committees in their leadership and guidance of the organization.

### Required Qualifications and Experience

- **Customer service.** Strong customer service ethic.
- **Experience.** Demonstrated extensive experience in multifamily affordable housing development including mixed-use or community facilities and both new construction and rehabilitation. Experience with common funding sources of affordable housing including HUD and LIHTC. Experience as a project manager leading several projects from feasibility to completion. Demonstrated knowledge of the principles of project management and affordable housing and community development policy.
- **Management.** Demonstrated ability to lead teams to achieve outcomes, to support teams in managing to strategic goals, and to support individuals in their professional development.
- **Knowledge.** Professional-level knowledge of affordable housing development and policy.
- **Equity.** Demonstrated commitment to advancing opportunities for low-income people, Black people, Indigenous people, people of color, and other persons facing disparities and systemic oppression in their daily lives.
- **Communication skills.** Excellent written and verbal communication skills. Ability to develop and maintain excellent professional relationships.
- **Computer skills.** Computer competencies in appropriate areas.

### Preferred Qualifications and Experience

- Experience with or commitment to building and leading collaborative teams with a commitment to continuous improvement, feedback, and power sharing.
- At least 8 years of experience in project finance: financial modeling of complex transactions, negotiations, and closing of affordable housing and finance mechanisms for community facilities.

- An understanding of the role of construction management throughout the development process including permitting, zoning, land use, environmental assessments, experience with architecture and general contractor procurement and contracting.
- Familiarity with state of Oregon and local affordable housing policies, programs, and participants.
- Experience as both a consultant and owner.
- Maintain insurance and access to an automobile for work-related driving.
- Experience developing community facilities including integrated health care and community centers.