

**JOB DESCRIPTION Associate Housing Developer or Housing Developer**

<b>Duration:</b>	Permanent, Full-time, Exempt Position
<b>Reports To:</b>	CPAH's Housing Development Director
<b>Pay Range:</b>	\$50,000 to \$80,000
<b>Benefits:</b>	Medical, Vision & Dental Insurance Employer Funded 403(b) Pension Vacation, Holidays, Personal, Bereavement and Sick Leave, Employer Assistance Program and Short-Term Disability, Life Insurance

**POSITION IS OPEN UNTIL FILLED**

**Organizational Information**

Community Partners for Affordable Housing (CPAH) was founded in 1993 by faith-based organizations in the Tigard and Tualatin area to address the need of people experiencing housing instability and homelessness. Today CPAH is a community housing development organization that provides affordable housing and resident services in Washington County (primarily Tigard and Beaverton) and Southwest Portland. CPAH is known for creative, sustainable, and beautiful development. CPAH provides resident services, including youth services, services for seniors aging in place, partnerships with agencies that support our most vulnerable residents, and eviction prevention and housing stabilization. CPAH is part of the housing advocacy community in Washington and Multnomah counties and works to educate our community on the need for housing affordability as a key component of a resilient community. Also, CPAH is absolutely committed to managing our assets as the precious resources that they are for the long term.

CPAH is a growing organization with 466 units across 10 multifamily projects and six single family homes. Three new projects are in the pipeline and additional projects are being explored. In addition to developing and maintaining affordable housing, CPAH also has a robust resident services program, and advocates for positive change and investment in local and regional affordable housing policy.

At CPAH, we understand that housing is a human right. We believe housing discrimination and a lack of access to affordable housing disproportionately hurts the most marginalized people in society, including BIPOC, LGBTQ+, and people with disabilities. We believe these communities must be centered in the work that we do, and we therefore strongly encourage applications from people with these identities or who are members of other marginalized communities.

**CPAH is an equal opportunity employer striving to create a diverse workforce and an inclusive culture.**

**Position Summary:**

CPAH is looking to fill either a position for an Associate Housing Developer OR a Housing Developer. This will depend on the experience and current skills of the successful applicant. Regardless, it is CPAH's intention to train and support the individual in this position to increase their skill and capacity. The position will report to the Housing Development Director and will perform a wide variety of tasks related to the predevelopment and development of affordable housing, depending on skills and experience.

### **Essential Functions:**

At the associate developer level, this person will track and manage project progress, will participate and collaborate in writing applications, will review budgets and feasibility analysis, and will attend project meetings.

At the developer level, this person will do all the above and have the capacity to manage the development process from the beginning to end in a way that meets strategic goals and agency mission.

In particular, essential functions include:

- Analysis of new development sites and projects.
- Completing funding applications and reports.
- Coordination of bill payment and processing with fiscal staff, including construction draws.
- Preparation of financial proformas and monitoring development and construction budgets.
- Preparation of management reports.
- Housing Developer will also help select and coordinate the project development team including but not limited to architects, contractors, consultants, and regulatory agencies.
- Housing Developer will also help project manage the construction process, including meeting lender and governmental requirements.
- Housing Developer will also coordinate and facilitate project closings and permanent loan conversions, providing the appropriate due diligence to funders as required.
- Other duties as assigned.

### **Required Knowledge, Skills, and Abilities:**

- Proficient to expert demonstrated knowledge of Excel
- Understanding of other Microsoft Office programs including Word, PowerPoint, Outlook, etc.
- Comprehension of financial statements and projections.
- Being a creative problem solver and a self-starter.
- Writing skills, such as credit analysis, grant writing, or other professional writing.

### **Preferred Knowledge, Skills, and Abilities:**

- Familiarity with private and public debt financing for affordable housing. This includes financing tools such as LIHTC, OAHTC, Project-Based Rental Assistance, bond programs, entitlement funding, etc. Familiarity with market rate housing and financing tools may be considered in lieu of the above for the associate position.
- Other housing development proficiencies which may include familiarity with design issues and construction materials and methods.
- Strong financial proforma skills, and the ability to research, analyze and share information.
- Meeting facilitation skills, including an ability to communicate with many types of people, to work within diverse teams, and to review consultant work.
- An interest in housing policy advocacy.

### **Additional Characteristics:**

- Excellent organizational skills and attention to detail.
- High degree of independence, initiative, responsibility, and accountability.
- Emotional intelligence and well-developed sense of humor.
- Desire to work in a small agency where staff pitch in to help each other and where everyone is expected and supported to be a leader.
- Commitment to professional growth.
- Commitment to a just world and the values of equity and inclusion.

**Qualifications:**

B.A. or B.S. degree in real estate/community development, urban planning, public policy or a related field AND up to two years of relevant or transferrable experience OR at least five years' experience in affordable housing development. Project management experience. **Other combinations of education and experience will be considered, please detail the transferable skills in your cover letter.**

**Unique Job Conditions:**

Requires some participation in evening and weekend meetings and events, and occasional public speaking.

CPAH Oregon is in a growth mode, and the position requires quick thinking, juggling multiple priorities simultaneously, and an ability to stay level headed under stressful conditions. This position will also require the successful candidate to negotiate while maintaining positive and professional relationships.

The duties of the job are primarily performed in an office environment (currently we are generally working at home due to COVID). There is some exposure to noise in the work environment, which is usually mild to moderate.

**To Apply:**

Please review the job description to ensure your skills and experience are a good match for the position. To apply, submit a resume and cover letter via email to [jobs@cpahoregon.org](mailto:jobs@cpahoregon.org).

In your cover letter, please describe your interest in this position, your perspective on affordable housing, and how your background makes you the ideal candidate.

This position will be open until filled.

For more information on CPAH, please visit our website at [www.cpahoregon.org](http://www.cpahoregon.org).

**Community Partners for Affordable Housing is a non-profit community-based housing development organization.**