A healthy community begins at home. REACH provides quality affordable housing and opportunities for individuals, families, and communities to thrive.

Job Description
Title: Development Project Manager
Exempt/Nonexempt: Exempt
Salary Range: $70,000 – 95,000
FTE: 1.0

Dept: Housing Development
Reports to: Dir of Housing Development
Effective: April 2014

REACH honors and encourages diversity. We value employees who contribute to our organization, which embraces a variety of thinking and perspectives.

This organization believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the employee nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever necessary to ensure the success of our endeavors.

General Position Summary:
Conducts feasibility studies, secures financing and manages the development process to develop new and rehabilitated affordable housing projects. Position emphasizes finance aspects of development, and requires a high level of skills in the area of financial project structuring. Position requires excellent judgment and the ability to make critical decisions that align with REACH’s goals and mission.

Essential Functions/Major Responsibilities:
1. Assists Housing Development Manager to define project concepts that meet strategic plan goals and carry out REACH’s mission.
2. Analyzes development sites and assists in obtaining site control.
3. Assesses feasibility of project development and operation, leading a team that includes the Housing Development Director and REACH property management, asset management, and resident services personnel.
4. Completes feasibility work related to site investigation, including ordering environmental reports, surveys, capital needs assessments, and soils reports.
5. Develops and maintains proformas independently to be shared with funders for financial deal structuring.
6. Briefs Board of Directors on project issues and obtains Board approvals.
7. Negotiates and obtains project financing including grants, loans, tax credits, rental assistance contracts, and other subsidies. Prepares applications, negotiates financing agreements and coordinates closings.
8. Selects and manages development teams (architects, general contractors, relocation consultants, attorneys, and other consultants). Negotiates and manages contracts.
9. Works with neighbors, local governments and other interested parties through the siting process; coordinates and facilitates public meetings on project development.
10. Oversees pre-development and development process including funder due-diligence requirements
11. Oversees land use, design review and permit process and manages REACH’s relationship with local government entitlement staff.
12. Supervises design/construction process by leading or participating in weekly project coordination meetings, maintaining project timeline, and coordinating the design and costing estimates.
13. During construction phase, manages owner’s contingency fund, evaluates and authorizes change orders.
14. Prepares requisitions and draw requests, collaborates with Finance Department and accounting firms regarding cost certifications, and coordinates project closeout tasks.
15. Produces completion reports to funders and investors.
16. Coordinates transition of completed projects to the property/asset management staff.
17. Maintains appropriate records of all activities.

**Specific Job Skills:**

**Personal skills:**
- Excellent computer skills, including Microsoft Office software, and advanced proficiency in Excel and on-line research.
- Valid Oregon driver’s license and transportation required.
- Ability to work independently, make decisions quickly under deadline pressure, and tolerate risk.
- Ability to understand, and to seek explanation of, complex written directions from various government agencies.
- Excellent verbal, written and interpersonal communication and organizational skills.
- Ability to work with wide range of entities and people, including government agencies, neighborhood residents and independent contractors.
- Ability to work in partnership with funders, investors, consultants, contractors, regulatory bodies, and REACH staff.

**Knowledge of:**
- Affordable housing financing tools including LIHTC, OAHTC, FHA loan products, USDA Rural Development, Project-Based HAP contracts, CDBG, HOME, bond programs, etc. Familiarity with compliance and regulatory requirements of various sources.
- Contract types.
- Principles and practices of real estate development.
- Grant writing, housing market studies, development and operating budgets, and real estate transactions.
• Methods, techniques and costs of multi-family housing design and construction.
• Local building, planning and zoning codes.
• Pertinent Federal, State and local laws, codes and regulations governing affordable housing.

Ability to:
• Structure complex financing packages and present them in standardized development and operating pro-formas.
• Prepare competitive funding applications.
• Manage multiple projects concurrently.
• Manage complex and time-critical processes, funding requirements and relationships to complete projects on time and on budget.
• Select, contract with and manage consultants and development teams.
• Identify and prescribe cost-effective project design, building system and construction contract specifications that are in the best interest of potential residents and REACH.
• Negotiate and administer construction contracts.

Job Scope:
Performs duties independently, but with guidance and direction from the Director of Housing Development. Errors may result in cost or time overruns, missed opportunities, reduction in available funds, and may produce negative press for organization. Work is verified on the basis of outcomes and results. Contributes to the development of new concepts.

Supervisory:
Position does not involve supervision of REACH staff, but does require ability to manage teams of consultants and contractors.

Interpersonal Contacts:
Contacts are made both inside and outside the organization. External contacts occur with government agencies, bankers, and other funders, as well as tenants, neighborhood groups, contractors, and social service organizations. Internal contacts occur with all levels and areas of the organization. Contacts are made on own initiative and at the direction of the Housing Development Director and CEO. Contacts often concern confidential or sensitive information requiring the use of discretion, negotiation or persuasion. Contacts occur face-to-face, in writing and via telephone. Contacts may include hostile or upset community members. Presentations to external sources and groups are made. REACH employees are expected and required to behave in a professional and courteous manner in doing REACH business and dealing with other staff, residents, and all contacts inside and outside the organization. Profanity and abusive language are specifically forbidden.

Education and/or Experience:
• Bachelors Degree in real estate development, urban planning, business or related field preferred.
• Minimum three years of progressively responsible experience with affordable housing finance, including LIHTC projects.
• Stable employment history.

**Job Conditions:**
Full-time position, requiring occasional evening and/or weekend hours. Requires ability to visit construction sites. Requires use of personal vehicle, must have liability insurance and valid driver’s license. Regular attendance is required in accordance with a regular schedule established for the position by the supervisor.

_______________________________  __________________________
Supervisor/Manager Approval     CEO Approval

I, ____________________________, have read and understand the definition and scope of the job description outlined above.

Signed____________________________ Dated__________________

Initial at 90-day and annual performance evaluation.

Initial Employee  Supervisor       Date

_______  ___________  _________
_______  ___________  _________
_______  ___________  _________
_______  ___________  _________

This company reserves the right to modify, interpret, or apply this job description in any way the company desires. This job description is not an employment contract, implied or otherwise. The employment relationship is “At-Will”. The aforementioned job requirements are subject to change to reasonably accommodate qualified disabled individuals.

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