

# Housing Development Coordinator position open with Corvallis Neighborhood Housing Services

## Summary

Corvallis Neighborhood Housing Services is recruiting for the staff position of Housing Development Coordinator. The person in this position will coordinate multifamily, single family/home ownership, and special needs housing projects from concept to completion and will know how to use LIHTC, HOME, CDBG and other financing sources. We offer a competitive salary, excellent benefits, and a commitment to professional growth, teamwork, and diversity. *The application deadline is 5:00 p.m., August 26<sup>th</sup>, 2005.* See below for application requirements and contact information.

## General statement of duties

The Housing Development Coordinator coordinates all phases of the real estate development process, including site selection and feasibility analysis; developing detailed financial pro formas and financing applications; securing and coordinating the services of other development professionals; securing land use related approvals; negotiating agreements; and overall team coordination and project management. Housing projects may include rental, home ownership, special needs, neighborhood revitalization, and mixed-use projects. Requires considerable initiative, independent judgment, a high level of technical skills, and collaboration with a variety of public and private organizations.

## Supervision received

This position reports to the Executive Director.

## Supervision exercised

Supervision of other permanent staff is not currently a responsibility of this position; however, the Housing Development Coordinator will occasionally supervise the activities of temporary, part-time staff, agency volunteers, and interns, and will frequently manage subcontracts for professional services.

## Typical examples of work

The Housing Development Coordinator may perform any or all of the following duties. This list is illustrative and does not necessarily include all of the specific tasks the employee may be expected to perform.

1. Use a variety of data collection tools and procedures to develop community needs assessments, housing market analyses, and projects concepts.
2. Identify, evaluate, and recommend potential project sites and project concepts and participate in negotiations and the acquisition of project sites.
3. Develop and update project pro formas including predevelopment, development, and operating budgets and sources of construction and permanent financing.
4. Solicit, negotiate, and secure project financing from a variety of public and private sources.
5. Work with other staff and organizations to develop a plan for providing supportive services as needed.
6. Draft requests for qualifications/proposals, and negotiate, prepare, and manage contracts for a variety of development professionals.

7. Coordinate outreach to impacted neighborhoods, develop community support, and maintain positive neighbor relations during all phases of the development process.
8. Obtain all required land use approvals.
9. Serve as the project manager and owner's representative during all phases of project implementation.
10. Monitor compliance with all grant, lender, and investor requirements.
11. Monitor project expenditures and progress and establish mechanisms for assuring that projects are completed on time and within budget.
12. Maintain project records and prepare and submit a variety of reports.
13. Provide staff support to a project subcommittee of the Board of Directors.
14. Serve as a resource to the CNHS Asset Manager and property managers on long term capital improvement plans, grant compliance, and other matters.
15. Perform other duties as assigned.

### **Required Knowledge and Skills**

A demonstrated knowledge of:

- all phases of real estate development from concept development to project implementation for both multifamily rental and homeownership projects
- public and private sources of affordable housing financing including, but not limited to, LIHTC, HOME, CDBG, and a variety of other public and private sources
- typical operating expenses for multifamily rental properties
- the principles and practices of project and risk management
- methods for assuring project progress and costs are on schedule and within budget
- the relationship between project construction standards and the ability of the owner to maintain the asset over a long period of time.

The ability to:

- evaluate site conditions, develop alternative project concepts, and develop conclusions about project feasibility
- create complex spreadsheets for the financial modeling, forecasting, and analysis of real estate development projects
- negotiate and manage agreements and contracts
- communicate information clearly and accurately in writing, by phone, face-to-face, in public, and before public bodies
- establish and maintain effective relationships with individuals and groups
- operate office equipment, especially personal computers using word processing, spreadsheets, databases, email, and calendar/scheduling programs
- create and maintain manual and computerized filing and record-keeping systems
- provide own transportation for frequent local travel and occasional travel to a variety of other locations in Oregon
- occasionally travel out of state and stay overnight
- work occasional evenings and extended hours in order to meet deadlines
- pass a background check and/or criminal history check.

## Minimum Qualifications

Any combination of education and experience that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the required knowledge and skills would be:

- A bachelors degree with major course work in areas such as finance, business, real estate, planning, public policy, or a related field. A masters degree in a related field is preferred.
- Three years of experience related to affordable housing finance and development.

Must also have an Oregon General Contractors License or have the ability to obtain such a license within a reasonable period in order to serve as the Responsible Managing Individual for CNHS' General Contractor's License.

## Salary and Benefits

Salary will be commensurate with experience and the duties of the position. Benefits include medical, dental, and vision insurance; a deferred compensation retirement plan that includes an employer match (eligibility for the plan begins after one year of employment); and paid vacation, sick leave, and holidays. CNHS is committed to the professional growth of all employees and provides excellent annual training opportunities through our membership in the NeighborWorks® Network.

## To Apply

*Applications must arrive at the CNHS office no later than 5:00 p.m., Friday, August 26th, 2005.* An application consists of a resume, a cover letter that includes the applicant's salary requirements, and three references. Applications should be delivered or mailed to: Jim Moorefield, Corvallis Neighborhood Housing Services, 257 SW Madison Avenue, Corvallis OR 97333, or emailed to [moorefieldj@corvallisnhs.org](mailto:moorefieldj@corvallisnhs.org).

## For more information

Contact Jim Moorefield  
Executive Director  
(541) 752-7220 x6

CNHS is an Equal Employment Opportunity Employer. All qualified persons are encouraged to apply. Applications for employment will be considered without regard to race, color, national origin or ancestry, religion, sex, marital status, sexual orientation, age, or disability.

## About Corvallis Neighborhood Housing Services

Our mission is to improve lives and strengthen neighborhoods through quality affordable housing, homeownership, economic opportunity, and community partnerships. We fulfill our mission by:

*Creating quality, affordable housing* – We develop homes for renters and home buyers and are committed to quality housing that makes people proud of where they live.

*Strengthening neighborhoods* – Our development activities are designed to improve neighborhood life, and we provide supportive services that help residents become more involved in the life of their community.

*Providing economic opportunity* – We provide educational and financial services that help people build assets and create a more secure future through homeownership, financial literacy, and microenterprise assistance.

*Promoting community partnerships* – As an active member of NeighborWorks<sup>®</sup>, a national network of community-based organizations, we are committed to strong local partnerships with business, local government, neighborhood residents, and community leaders.

For more information about CNHS visit [www.corvallisnhs.org](http://www.corvallisnhs.org). For more information about NeighborWorks visit [www.nw.org](http://www.nw.org).

Corvallis, Oregon is a small, highly livable city located in the heart of the Willamette Valley. Corvallis is the home of Oregon State University and numerous high-tech companies, including Hewlett Packard. We're ideally located within easy reach of the cities of Portland and Eugene, the Oregon Coast, the Cascade Mountains, the high desert and mountains of Eastern Oregon, and many world-class recreational opportunities. For more information about Corvallis visit [www.visitcorvallis.com](http://www.visitcorvallis.com).