



177 Day Island Rd., Eugene, OR 97401 • PH 541-682-3755 • FAX 541-682-3411  
300 West Fairview Dr., Springfield, OR 97477 • PH 541-682-4090 • FAX 541-682-3875

Homes. People. Partnerships. Good. [www.homesforgood.org](http://www.homesforgood.org)



**Homes for Good is seeking a qualified individual to join our busy Real Estate Development team in the role of Project Development Manager.**

**Project Development Manager**  
**Posting # 11.05.2019**  
**SALARY: \$4,803.24 - \$6,436.81 per month**

**Homes for Good is an Equal Opportunity Employer.**

**All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.**

**GENERAL DESCRIPTION:** Homes for Good Housing Agency is seeking a qualified candidate for the newly created position of Project Development Manager.

Homes for Good is a high performing housing authority located in Eugene Oregon, servicing all of Lane County (4,600 sq. miles). The Agency's primary work is to help low-income residents with the logistics of affordable housing.

Homes for Good has been and will continue to implement a workplace culture change that includes increased emphasis on customer service, quality control, and compliance. Homes for good is passionate about providing employees opportunities to maximize career growth while experiencing the personal satisfaction of working for a non-profit agency.

At Homes for Good, employees are supported and empowered by a collaborative culture that shapes how we work together with the common goal of providing essential housing services throughout Lane County.

**POSITION SUMMARY:**

Provides direct oversight of finance and development of a variety of affordable housing projects from concept to completion.

This position works independently but under the general direction of the Real Estate Development Director and Executive Director.

The Project Development Manager oversees, directs and evaluates the work of Project Developers and Project Coordinators as required and manages contracts with professional service providers, architects and contractors.

**DUTIES:** *These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Uses data collection tools and procedures to develop community needs assessments, housing market analyses, and project concepts.
- Identifies, evaluates, and recommends potential project sites and development concepts.
- Negotiates site acquisitions.



177 Day Island Rd., Eugene, OR 97401 • PH 541-682-3755 • FAX 541-682-3411  
300 West Fairview Dr., Springfield, OR 97477 • PH 541-682-4090 • FAX 541-682-3875

Homes. People. Partnerships. Good. [www.homesforgood.org](http://www.homesforgood.org)



- Presents projects and concepts in public forums to policy makers, funders, and community groups. Serves on panels, participates in speaking engagements and writes press releases to publicize the work of Homes for Good.
- Directly supervises project developers within the Real Estate Division.
- Works with other staff and organizations to develop a plan for providing supportive services or partnership activities as needed.
- Prepares requests for qualifications/proposals; negotiates, prepares and manages contracts for development professionals.
- Coordinates outreach to neighborhoods and maintains positive neighbor relations during all phases of the development process.
- Serves as the project manager during all phases of project implementation.
- Monitors compliance with all grant, lender and investor requirements during development.
- Monitors project expenditures and progress and establishes mechanisms for assuring that projects are completed on time and within budget.
- Maintains project records and prepares and submits reports as necessary.
- Participates in/on task forces, meetings and committees and collaborates in the development and implementation of interagency initiatives.
- Employs a professional and courteous manner and works harmoniously with other staff and the general public.
- Use a variety of data collection tools and procedures to develop housing market analyses and project conceptual analysis.
- Identify, evaluate, and recommend potential project sites and project concepts.
- Develop and update project proformas including predevelopment, development, and operating budgets and sources of construction and permanent financing.
- Prepare and submit grant applications and proposal to public agencies to secure resources including but not limited to LIHTC, HOME, CDBG funds and private grants.
- Ensure compliance with procurement policies.
- Develop requests for qualifications/proposals, and negotiate, prepare and manage contracts for a variety of development professionals.
- Obtain and coordinate all required land use approvals.
- Monitor project expenditures and progress and establish mechanisms for assuring that projects are completed on time and within budget.
- Maintain project records and prepare and submit a variety of reports.
- Serve as a resource to Homes for Good Department on long-term capital improvement plans, grant compliance, and other matters.
- Perform as an effective team player, valuing the ideas and opinions of others and routinely collecting input as part of the decision-making process.
- Work proactively to ensure the Real Estate Division maintains excellence in operations and customer service and remains a desirable workplace for employees.
- Represent the Agency to the community and maintain good working relationships with community partners; sits on committees pertinent to division and organization goals and standards.
- Maintain up-to-date knowledge of regulatory requirements and best practices related to assigned areas of responsibility; conducts work tasks in a professional, timely, and complete manner.
- Employ a professional and courteous manner and works harmoniously with other staff and the general public.
- Perform other related duties as assigned.



177 Day Island Rd., Eugene, OR 97401 • PH 541-682-3755 • FAX 541-682-3411  
300 West Fairview Dr., Springfield, OR 97477 • PH 541-682-4090 • FAX 541-682-3875

Homes. People. Partnerships. Good. [www.homesforgood.org](http://www.homesforgood.org)



## **IDEAL QUALIFICATIONS:**

Knowledge and experience in the following areas would support applicant in being successful in this position:

- All phases of affordable real estate development/redevelopment from concept development to project implementation for both multifamily rental projects and single-family dwellings.
- 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.
- Operations of multifamily rental properties.
- The principles and practices of project 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.
- Excellent verbal, written, and interpersonal communication skills.
- Federal, state, local and Agency laws, regulations, policies, and procedures related to assigned areas of responsibility and including those governing housing/community services.
- Modern office equipment, practices, procedures and computer programs, including Microsoft Office suite of products. Current and relevant computer skills.

## **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.
- Create and maintain manual and computerized filing and record-keeping systems.
- Occasionally travel to a variety of other locations in Oregon or out of state and stay overnight.
- Work occasional evenings and extended hours to meet deadlines.
- Pass a background check and/or criminal history check.
- Analyze, evaluate, and reach sound conclusions on issues or problems. Resolve and/or direct resolutions; ensure follow up on outcomes.
- Communicate effectively, both verbally and in writing, with employees, Agency partners, clients, and the general public; deliver public presentations/trainings; prepare clear and concise reports; gain cooperation through discussion and mediation.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Learn, interpret, follow, and apply federal, state, local, and Agency laws, regulations, policies and procedures related to Agency operations and assigned areas of responsibility.
- Support Agency goals and values.
- Perform assigned tasks correctly and timely.
- Prepare and maintain accurate and complete records.
- Operate standard office equipment and computers including Microsoft Office products and Agency's enterprise suite. Use and learn new technology as required.
- Use tact, discretion, and diplomacy in dealing with sensitive and/or elevated situations.
- Demonstrate trustworthiness, good judgment, respectful interactions, and honesty beyond reproach.
- Maintain regular and consistent attendance and perform work without direct supervision.



177 Day Island Rd., Eugene, OR 97401 • PH 541-682-3755 • FAX 541-682-3411  
300 West Fairview Dr., Springfield, OR 97477 • PH 541-682-4090 • FAX 541-682-3875



Homes. People. Partnerships. Good. [www.homesforgood.org](http://www.homesforgood.org)

- Recognize the value of each individual and cultural difference, and create a work environment where individual's differences are valued.

#### **EDUCATION:**

A bachelor's degree with major coursework in areas such as finance, business, real estate, planning, public policy, or a related field.

#### **EXPERIENCE:**

A minimum of three years of experience related to affordable housing finance and/or development.

#### **PREFERRED QUALIFICATIONS:**

Preferential qualifications are additional, desirable qualifications exceeding minimum qualifications that may include one or more of the following:

- Experience working with Low Income Housing Tax Credits, HOME Investment Partnership Program, and/or other affordable housing funding sources.
- Experience in real estate development or financing of housing programs.

#### **SUBSTITUTION:**

Any combination of experience and education on a year for year basis up to a maximum of four years of responsible real estate development experience may be substituted for the education required provided that the knowledge, skills and abilities to perform the work, has been demonstrated and ascertained.

#### **LICENSE OR CERTIFICATE:**

Possession of or ability to obtain an appropriate valid State of Oregon driver's license and be insurable at the standard rates.

**COMPENSATION:** The pay range for this position is \$4,803.24 - \$6,436.81/month with a generous benefits package which includes; time management starting at 20.33 hrs. per month, Agency paid health, dental and vision insurance after 1 month of employment, along with life insurance and a 12% contribution of your monthly salary into a retirement account after 6 months of employment.

#### **APPLICATION PROCEDURE:**

[Click here](#) to complete an online application.

All applicants will be required to take a pre-employment assessment upon submission of application materials. Upon submission, applicants will receive a confirmation email containing a link to the pre-employment assessment. Applicants who fail to take the pre-employment assessment will be disqualified from further consideration.

Applications will be reviewed for relevant experience, education, and training. Applications must be detailed and complete for proper evaluation. The best-qualified applicants may be required to complete further testing, which may consist of any combination of written, oral, or performance examinations. Responses to supplemental questions are required if applicable.

This position is not subject to Union representation.



177 Day Island Rd., Eugene, OR 97401 • PH 541-682-3755 • FAX 541-682-3411  
300 West Fairview Dr., Springfield, OR 97477 • PH 541-682-4090 • FAX 541-682-3875



Homes. People. Partnerships. Good. [www.homesforgood.org](http://www.homesforgood.org)

**Note:** This is an equal opportunity employer and complies with State and Federal laws and regulations relating to the 1973 Rehabilitation Act, Section 504, and the 1990 Americans with Disabilities Act (ADA) and the 2009 Americans with Disabilities Act Amendment (ADAA). Homes for Good does not discriminate on the basis of disability status in the admission or access to its federally assisted programs or activities. Entrance Requirements: Homes for Good shall establish or revise the entrance requirements of this position in order to provide a reasonable accommodation for a disability if doing so does not impose an undue hardship on the operation of the program. A reasonable accommodation may include, depending on the nature of the job duties, waiving the requirements for a physical examination and/or the requirement to possess or obtain a driver's license. It shall be the policy of Homes for Good to assist and encourage the employment of persons with disabilities who are able and qualified to perform the work for which they have made application.

**POSTING DATE: November 5, 2019**  
**CLOSING DATE: November 18, 2019**

#### Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.