



Office of Rural and Farmworker Housing
1400 Summitview Avenue, #203 Yakima, WA 98902-2965 www.orfh.org
ORFH is an Equal Opportunity Employer
Helping Rural Communities Build Hope and Opportunities

CAREER OPPORTUNITY

JOB TITLE/STATUS: Senior Housing Developer, Full-time Exempt
COMPENSATION: \$58,000 - \$78,500 DOE, Excellent Benefits Package
LOCATION: Yakima, Washington

Position Summary

The Senior Housing Developer reports directly to the Director of Housing Development and Executive Director (ED) and is primarily responsible to perform all aspects of the development process necessary to obtain capital construction funding for low-income and farmworker housing in rural communities in Washington State. As an integral part of the ORFH team, the Senior Housing Developer requires excellent project management skills to facilitate multiple projects from start to finish.

Essential Duties and Responsibilities

- Manage full cycle of the housing development process, from feasibility to initial occupancy and close-out
- Research, collect, and analyze data to determine low-income and farmworker housing needs in selected communities
- Compile inventories of vacant land in selected communities and research site ownership, availability, value and development features of parcels selected for scattered-site developments
- Work cooperatively with housing sponsors and public representatives on issues related to proposed housing developments
- Conduct preliminary feasibility analysis through developing operating pro-forma financial projections and detailed financial analyses and development/construction budgets; monitor and update regularly
- Prepare preliminary and final funding applications for public and private capital by creating, compiling and documenting required information. Said funding will support feasibility, pre-development, construction, and permanent financing phases of development
- Coordinate and collaborate with development team members including architects, engineers, contractors, lenders and other stakeholders. Communicate regularly; manage relationship and progress of all team members through project completion
- Ensure compliance with laws, regulations and any grantee requirements
- Maintain project files
- Assist and guide ORFH Housing Developers in their development work, as needed
- Other duties as assigned

Knowledge, Skills and Abilities

- Outstanding interpersonal, verbal and written communication skills
- Effective negotiation and conflict resolution skills
- Take initiative and perform daily responsibilities and projects with minimal supervision
- Exercise sound judgment and decision-making, including confidentiality
- Excellent organizational, time management, and problem-solving skills
- Ability to work under pressure and successfully meet deadlines
- Accurate and highly detail-oriented with follow-through skills
- Intermediate level proficiency with Microsoft Office suite, especially Excel, and internet technology
- Ability to work collaboratively with project teams, funders, government agencies, fellow staff members, and a wide variety of individuals
- Ability to perform detailed analyses and develop and maintain budgets
- Ability to be creative and flexible in the face of ambiguous, changing or challenging situations
- Bilingual (English and Spanish) and bicultural desirable
- Personal qualities of integrity, credibility, and commitment to ORFH's mission
- Valid WA driver's license, proof of insurance, and ability to travel locally
- Eligibility to work in the United States

Education and Experience

- Bachelor's degree in a field related to business, planning, community development or equivalent direct work experience
- Minimum of 3 years' experience planning, housing development, construction or related field
- Experience working with nonprofits, public agencies and with community representatives preferred
- Working knowledge of housing development laws and regulations desirable

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Talk and hear on a regular basis
- Stand, walk, use hands to finger, handle, or feel, type, and reach with hands and arms
- Ability to occasionally lift office products and supplies up to 20 pounds
- Work takes place in an office environment where long periods of sitting, working on a computer, walking to various work areas, going up and down stairs, and standing are required
- Local travel required

How to Apply

Please send resume, cover letter and completed Application for Employment form to lauriew@orfh.org, or mail to 1400 Summitview Avenue, #203, Yakima, WA 98902. For more information and to obtain application materials go to www.orfh.org. **Deadline for Application: July 11, 2018**

Thank you for your interest in the Office of Rural and Farmworker Housing (ORFH). Only qualified individuals will be contacted for an interview.