



Housing Developer and Project Manager

*Building
Vibrant
Engaged
Communities*



Position Overview

HOUSING DEVELOPER AND PROJECT MANAGER

Capitol Hill Housing is seeking a seasoned professional as full-time Housing Developer and Project Manager. The position is responsible for overseeing all stages of affordable housing development for 2-3 projects annually, and ensuring that objectives of each project are accomplished within prescribed time frames and funding parameters. This is a professional position with possible management responsibilities including work planning, organizing, and managing the development activities related to the acquisition, new construction, and rehabilitation of Capitol Hill Housing's real estate development projects. Work may encompass many projects in varying stages of development and may include large, technically complex housing and mixed-use projects with complex capital stacks that may include LIHTC, NMTC, private debt and equity, and various public sources. The Housing Developer is part of a highly skilled team that reports to the Director of Real Estate and Impact Investments.

CURRENT MAJOR DEVELOPMENT PROJECTS

Capitol Hill TOD, B-North: Affordable housing. 98 units. Day care, community space. Tax credit financing.

King County Public Health: CHH has been invited to lead the development of a large project on 4.5 acres in White Center, which is a collaboration of a number of community organizations in King County.

Liberty Bank: Culturally historic site. 115 units with 2,500 square feet of retail. Tax credit financing.

DEVELOPMENT PHILOSOPHY

More than a development firm, Capitol Hill Housing builds vibrant and engaged communities through the active development of affordable, multifamily, mixed-use apartment projects and through nationally recognized leadership in community development activities.

Our development philosophy reaches beyond the building itself and into the broader community, assuming community priorities as our own while striving for equity. We believe our role as community stewards is to create great places for people to live, work, grow and prosper. By locating development near transportation, employment centers and community amenities, sustainability can be achieved. Great communities are home to a diverse people and we focus on equitable development as a means to achieve community goals. We hold our real estate for decades, self-manage our properties, and are committed to building in an environmentally sound way.



The Jefferson, 40 units completed 2011.

DUTIES AND RESPONSIBILITIES

Researches new project opportunities in keeping with CHH's mission. Responsible for the oversight of all stages of affordable housing development for each project assigned.

Identifies potential new projects, and leads efforts to obtain site control, including the preparation of responses to public/private RFT's.

Identifies and analyzes community priorities and political impacts of projects.

Generate development budgets and pro forma to evaluate financial feasibility.

Obtain acquisition, construction, and permanent financing.

Develops schedules for project completion: predevelopment activities, and coordinates the underwriting and closing process, including document review.

Oversees the development of construction and/or renovation plans and manages development team members during all phases of development/construction.

Submits monthly funding requisitions to lenders while a project is in construction in a timely and efficient manner, monitoring the actual and anticipated project sources and uses over the construction period.

Presents to CHH's Board of Directors, jurisdictional partners and community groups during design development, construction, and as needed throughout the project.

Develops and maintains relationships with federal, state and local funders, government agencies, community and neighborhood groups, development partners and industry professionals.

Collaborates with the Property Management Department on the development of operating budgets and facilitates a seamless transition to occupancy and the long term viability of the property.

Collaborates with the Resident Services Department to prepare supportive service plans and identify sources of necessary funding.

Supervises work of interns and administrative support staff assisting the Property Development Department.

Participates in industry organizations.

Completes other job duties and projects as assigned.

QUALIFICATIONS

Minimum Qualifications

Bachelor's degree in real estate development, finance, architecture, urban planning, or related disciplines.

Three to five years of direct experience with affordable housing development and finance, with two years in a project manager role.

Experience and knowledge in housing and community development, especially affordable housing and the regulations and financing applicable to the industry.

Experience in mixed income, mixed use development, and master planning.

Ability to perform detailed financial analyses of housing developments concerning site acquisition, predevelopment activities, construction financing, and permanent financing.

Highly skilled in MS Office (Excel, Word, and Outlook).

Commitment to CHH's core purpose, vision and values.

Excellent analytical, presentation, written, and oral communication skills.

Highly independent, with ability to handle daily responsibilities and projects with minimal direction.

Ability to work under pressure and successfully meet deadlines.

Ability to read and interpret architects' drawings, legal documents and other complex documents.

Proven experience working collaboratively with project teams, different levels of management, funders, government agencies, community members, and a wide variety of individuals. Ability to listen to community priorities and incorporate them into assigned projects.

Strong problem-solving, organizational, time and project management skills.

Possession of a valid driver's license.

Preferred Qualifications

Graduate degree in finance, engineering, design, planning or law.

TO APPLY

To learn more about us and to apply,
visit our website at

www.capitolhillhousing.org/about/employment.php

Application deadline **June 12, 2016**

Organization Overview

HISTORY

Capitol Hill Housing was founded in 1976 by local residents and the Capitol Hill Community Council in response to housing stock deterioration and economic disinvestment in the area. In our first five years we developed and implemented a number of programs aimed at stabilizing the Capitol Hill community, including a Home Improvement Loan Program, Homesharing for Seniors Program, tool bank, and other community development activities.

After 1982, our focus shifted to the preservation and development of affordable multifamily apartments, community development activities, and sustainable operations as an affordable real estate development enterprise. Our community development work focuses on preservation, sustainability and thriving commercial districts. CHH prioritizes affordable housing, outstanding architecture, pedestrian-orientation, affordable commercial space, and room for arts and culture. Our commitment to sustainability includes the Capitol Hill EcoDistrict, a neighborhood-based initiative to enhance community health and affordability.

LEADERSHIP

CHH is a public development authority chartered by the City of Seattle and governed by a 17-member Board of Directors. We are a unique blend: a mission-driven and entrepreneurial public entity. The agency has leadership roles in industry groups such as the Housing Development Consortium of Seattle/King County, the statewide Affordable Housing Management Association and Washington Low Income Housing Alliance. We are influential in public policy debates which will shape our real estate interests and city for decades to come. We are members of the Housing Partnership Network, an invitation-only national consortium of affordable housing non-profits, and the Urban Land Institute. We are active in the Capitol Hill neighborhood and throughout the city on transit-oriented and community development issues. Our staff is recognized for its leadership in our fields and is routinely asked to serve on advisory groups, panels, and on the boards of affiliated organizations.

Our award-winning buildings have attracted national attention for design, partnerships, and green construction. The Broadway Crossing Apartment building, completed in 2007, was named "The Nation's Best" by Affordable Housing Finance Magazine and was the first LEED Silver multi-family affordable building in the Pacific Northwest.

12th Avenue Arts combined performing arts space, affordable housing, vibrant retail, community office and police parking to win a 2015 ULI Global Award for excellence.

We have a long history of developing innovative partnerships, both collaborating with our peers and creating strategic alliances that advance the missions of multiple organizations. Over 40 years, these collaborative relationships have allowed us to increase the stock of affordable housing in our city and enabled us to expand our services and share resources with compatible organizations.



The screenshot shows the Urban Land Institute (ULI) website. The header includes the ULI logo and navigation links for Membership, Councils, Events, Programs, and Research. The main content area features a headline: "12th Avenue Arts—2015 Global Awards for Excellence Winner" with a sub-headline "Posted on June 17, 2015 by Daniel Lobo". Below the headline is a photograph of the 12th Avenue Arts building, a modern multi-story structure with large glass windows and a prominent "12th AVENUE ARTS" sign. To the right of the photo, text provides details: "Location: Seattle, Washington", "Developer: Capitol Hill Housing", and "Designer: SMR Architects". A paragraph describes the project: "The development of 12th Avenue Arts transformed a 29,000-square-ft surface parking lot into a light-filled cultural center mixing arts, hot public safety needs. The activation of this specific plot of land had been two neighborhood plans over the last 12 years as the highest community priority. Active day and night, the space has become a new anchor of the Capitol Hill neighborhood by providing 20,000 square feet of cultural space and arts-related commercial space, featuring two levels of below-grade parking exclusively for the use of the Seattle Police Department's East Precinct." A small caption below the photo reads "Photo Credit: William Wright".

WORK ENVIRONMENT

All employees at CHH are employees at will. The job description outlined above is not intended to represent an absolute or final list of all elements, activities or duties of the job. The statements above are intended to describe the general nature and level of work performed by the person assigned to this position.

The candidate selected for this position must pass a criminal history background and credit background check prior to employment with Capitol Hill Housing. Capitol Hill Housing is an Equal Opportunity Employer; all qualified candidates will receive consideration for employment without regard to race, color, religion, sex or national origin.

COMPENSATION PACKAGE

Capitol Hill Housing offers a competitive salary in the range of \$65K - \$75K DOE, and benefits.



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