

Worcester Community Housing Resources, Inc.

11 Pleasant Street, Suite 300, Worcester, MA 01609

508.799.0322 ■ fax 508.799.7771

www.wchr.org ■ Lender NMLS ID: 13635

Job Title: Affordable Housing Developer

Summary: Manages all aspects of affordable housing development for individuals and families including: pre-development activities, feasibility studies, project planning, construction implementation and close out, and ongoing capital needs evaluation and planning.

Job Classification: Exempt

Salary: \$72,000-\$75,000/hour based on experience with a generous benefit and time off package

Reports to: Director, Development and Financing

Supervisory Responsibilities: None

Essential Functions:

Feasibility Analysis and Pre-development Activities

- Researches and develops information required for project concept development including researching of project sites and proposed scope of work;
- Researches and develops realistic project budgets including all hard and soft costs and potential revenue sources;
- Provides research and due diligence on funding sources and application processes.
- Researches and engages with municipal building, zoning and planning officials to ensure project viability.
- Works with architects and other consultants to ensure vision and project scope are in keeping with agency goals and expectations.

External and Internal Development

- Initiates new project proposals in response to the goals and objectives of the agency;
- Compiles and responds to Requests for Proposals (RFP);
- Manages and maintains effective work relationships with key stakeholders within and outside of the organization;
- Assists with the development of routine maintenance and capital needs plans for current and planned assets;
- Supports the development of capital needs and property management budgets and funding source applications.

Funding Source Development

- Maintains open and positive relationships with funders, investors and financial institutions;
- Works with project partners to understand loan, contract and other documents, and ensure activities are in compliance with them;
- Identifies appropriate funding and subsidy sources for each development project;
- Prepares clear and effective funding applications and negotiates funding documents with funding sources and private investors.

Project and Construction Management

- Manages RFP process for development professionals (architects, engineers, contractors, consultants) and ensures bid process and contract negotiations achieve agency goals;
- Manages acquisition of properties from purchase and sale agreement to closing;
- Processes and maintains accurate and functional filing system for all construction process documents including draws, change orders, meeting minutes etc;
- Participates in regular construction meetings, ensures flow of communication throughout construction process;
- Process draw down requests and complete associated record keeping/budget management;
- Ensures project close-out activities are complete including appropriate reports to all funders and necessary cost certifications with accountants and consultants;
- Ensure timely and effective archiving of project files and documents.

Skills and Abilities:

- Demonstrated knowledge of affordable housing financing tools including LIHTC, Housing Trust Fund, CDBG, HOME, FHLB, etc.
- Familiarity with compliance and regulatory requirements of various sources.
- Skill in structuring viable financing packages and presenting them in standardized development and operating proformas
- Ability to prepare competitive funding applications.
- Ability to manage complex and time-critical processes, funding requirements and relationships to complete projects on time and on budget.
- Ability to evaluate risk and develop risk management plans for projects.
- Ability to work in partnership and a collaborative team environment with staff, management, funders, consultants, contractors, and regulatory entities.
- Excellent oral and written communication skills.
- Excellent computer skills including advanced proficiency in Excel and on-line research.
- Ability to commute to various sites within Worcester County.

Education and Experience:

- Minimum of 6 years of experience in affordable housing, community development or similar field, as may have been gained through engagement in an Associates or Bachelor’s degree program, a technical or vocational degree or certification program, and/or professional experience.

Physical Demands:

- *Physical demands:* Will spend long hours sitting and using office equipment and computers; lifting up to 20 pounds; speaking; listening; reaching; carrying; must spend long hours on the computer working on projects which requires attention to detail and high levels of accuracy. There are a number of deadlines associated with this position.
- *Work environment:* A busy office area; construction sites; buildings in various stages of habitability.

Hours: 40 hours/week

Schedule: Monday-Friday 8:30 AM-4:30 PM with some flexibility as approved by supervisor, including remote work. Occasional evening or weekend hours may be required to support activities needed outside of regular business hours.

WCHR provides equal employment opportunities to all applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. Women, minorities, individuals with disabilities and veterans are encouraged to apply.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.

Employee Signature: _____

Supervisor Signature: _____

Date: _____

Date: _____