

SouthEast Effective Development (SEED)

SEED's mission is to improve the quality of life in Southeast Seattle by creating partnerships and inspiring investments in housing, arts and economic development – with a special focus on residents with fewer opportunities and resources.

SouthEast Effective Development (SEED)
5117 Rainier Avenue South
Seattle, WA 98118-1928

Main Office: (206) 723-7333
Fax : (206) 723-7137

www.seedseattle.org

Employment

Senior Housing Developer

Opening Date: July 26, 2016

Closing Date: August 12, 2016 or until filled

Status: Open

HOW TO APPLY

Send resume and letter of interest

By E-Mail: bfaircloth@seedseattle.org

By Mail: SEED
5117 Rainier Avenue South
Seattle, WA 98118

JOB SUMMARY

The Senior Housing Developer manages the full scope of residential development including new construction, acquisition/rehabilitation, joint ventures with other developers, and commercial projects if required. The position requires familiarity and experience with all phases of residential development.

This person takes a lead role in the feasibility analysis that includes site evaluation, market analysis, financial feasibility, and is a point of contact for the community planning process. Responsibilities include coordination of all finance, design, and construction development team members for multiple projects. Considerable housing development experience is needed to perform project management duties. Experience in affordable multifamily development is required, as is experience working with diverse groups of people.

**SouthEast Effective
Development is an equal
opportunity employer**

This person works independently with minimal supervision and reports to Lance Matteson, Executive Director.

ESSENTIAL JOB FUNCTIONS

- Conduct project feasibility analysis that includes site evaluation, market analysis, and financial feasibility proformas.
- Oversee and coordinate necessary due diligence activities relating to purchase of property.
- Negotiate purchase and sale agreements for property with prospective sellers.
- Identify potential financing sources, including local, state and federal subsidies.
- Prepare grant applications, lender approval submittals and loan application packages for project financing.

- Apply for financing through the EPA Brownfields program and carry out requirements for soil remediation if property is contaminated.
- Perform tasks necessary to obtain local land use entitlements and neighborhood support of proposed housing developments.
- Select development team members and negotiate contracts.
- Coordinate RFPs, RFQs and/or bid processes.
- Coordinate activities of development team members including contractors, architects, consultants, attorneys, lenders, and investors.
- Attend construction meetings and process construction draws for payment.
- Manage project budget and cash flow.
- Manage construction close out of project.

MINIMUM JOB QUALIFICATIONS

- Bachelor's degree is required in Urban Planning, Architecture, Economics, Business Administration or related field and a minimum of five years experience in housing development and at least 3 years experience in affordable housing. A Masters Degree is desirable but not required.
- Demonstrated proficiency in project management skills.
- Working knowledge of multi-family housing finance.
- Effective oral and written communication skills and the ability to relate well with a variety of diverse individuals and groups.
- Ability to present complex housing issues before public bodies.
- Ability to work under pressure and accept criticism.
- Proficient in word processing, Excel spreadsheets and project scheduling software.
- Familiar with local and state agencies as well as lending institutions.
- Commitment to the mission and goals of the organization.

COMPENSATION

- SEED offers a competitive salary in the range of \$65,000 - \$75,000 DOE, and benefits.