



# Position Profile



Southeast Effective Development  
(SEED)  
Senior Housing Developer



# <sup>2</sup> Table of Contents



The Organization.....	3
The Candidate Profile.....	9
• Position Description	
• Opportunity, Leadership & Summary	
• Required Knowledge, Skills and Abilities (“Must Haves”)	
• Other Desired Skills and Abilities	
• Job Functions	
• Measures of First Year Success	
• Education	
• Compensation	
BroadView Talent Partners Team.....	20
Contact.....	21



# The Organization

**SEED**  
SEATTLE  
SouthEast Effective Development



# What we do

SouthEast Effective Development (SEED) is a non-profit organization founded in 1975 by community members and activists in the Seattle area. SEED's mission is to improve the quality of life in Southeast Seattle by creating partnerships and inspiring investments with a special focus on residents with fewer opportunities and resources. SEED works in three key areas: Affordable Housing, Arts and Culture (SEEDArts), and Economic Development.

SEED owns 1,135 affordable apartments and is an active developer of new buildings, helping to meet the need for affordable homes throughout Southeast Seattle. Award-winning SEEDArts manages Rainier Arts Center, Columbia City Gallery, SEEDArts Studios, KVRU 105.7 FM, and a public art program. Through economic development, SEED works to equitably build economic opportunity for the residents and businesses of Southeast Seattle. [www.seedseattle.org](http://www.seedseattle.org)





# Who we are

## The community

Southeast Seattle is a thriving, complex and diverse community. SEED is proudly headquartered in zip code 98118, which the US Census Bureau previously named the most racially diverse zip code in the nation. The home to 40 ethnic groups, 60 languages are spoken in the community. SEED was instrumental in the revival of the historic Columbia City Historic District and deeply involved in community issues. The staff and board of SEED are majority BIPOC.

Yet Seattle is a rapidly growing tech hub and Southeast Seattle is facing unprecedented gentrification pressures. Communities of color, families, seniors, and artists are being priced out of the last affordable portion of the city. SEED is part of collaborative community effort to keep Southeast Seattle equitable, affordable and diverse.

# Equity, Diversity, and Inclusion

As part of SEED's overall commitment to racial equity, SEED works for affordable housing development that is grounded in justice. SEED sees the hiring of this position, and all positions, as an opportunity to be a more equitable and racially just organization.

SEED is an equal opportunity employer and does not discriminate on the basis of race, national origin, gender, gender identity, sexual orientation, protected veteran status, disability, age, or other legally protected status. People of color, Native and Indigenous people, trans and LGBTQIA people, people with disabilities, and other individuals who bring critical perspectives from historically marginalized communities are strongly encouraged to apply.

## Values

**Integrity:** We are strictly ethical, honest, open, transparent, fact-based, and trusted in the community.

**Respect:** We are respectful, caring, and communicative, we embrace differences, and we value and listen to the input of all team members and partners.

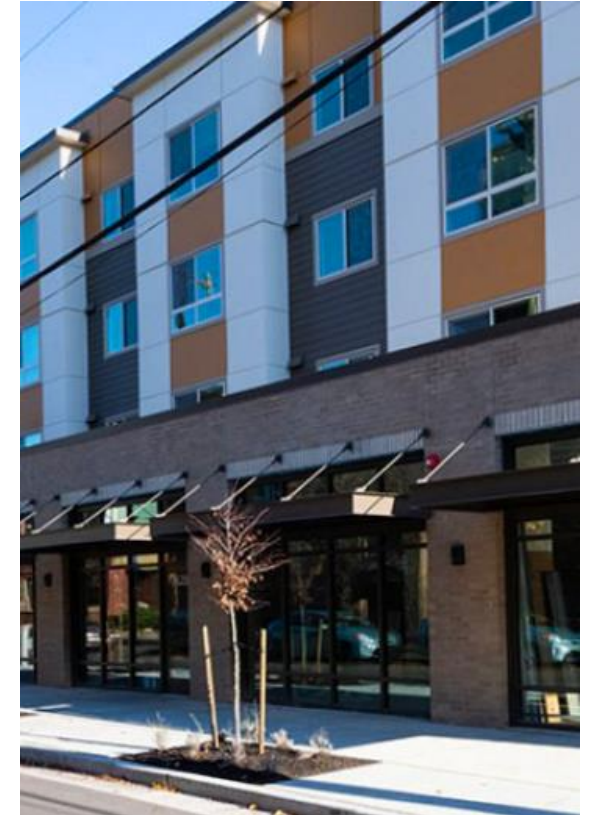
**Creativity:** We are curious, innovative, entrepreneurial, visionary, and we strive to make our work fun and inspiring.

**Teamwork:** We combine leadership with collaboration and dynamic partnerships.

**Dedication:** We are tenacious, hardworking, efficient, constructive, and committed.

**Quality:** We adhere to the highest standard of excellence and professionalism.

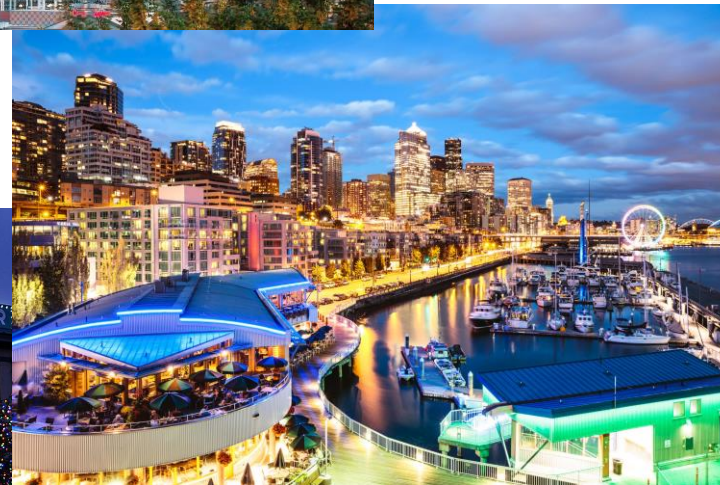
**Community:** We are based in and committed to the community, we are responsive to its needs, and we work for a sustainable relationship with the natural environment.



# About Seattle, Washington



Seattle, a city on Puget Sound in the Pacific Northwest, is surrounded by water, mountains, and evergreen forests, and contains thousands of acres of parkland.



Washington State's largest city, it's home to a large tech industry, with Microsoft and Amazon headquartered in its metropolitan area.



The futuristic Space Needle, a 1962 World's Fair legacy, is its most iconic landmark.



# The Candidate Profile



# Position Description



Title: Senior Housing Developer



Organization: Southeast Effective Development (SEED)



Reports to: Executive Director



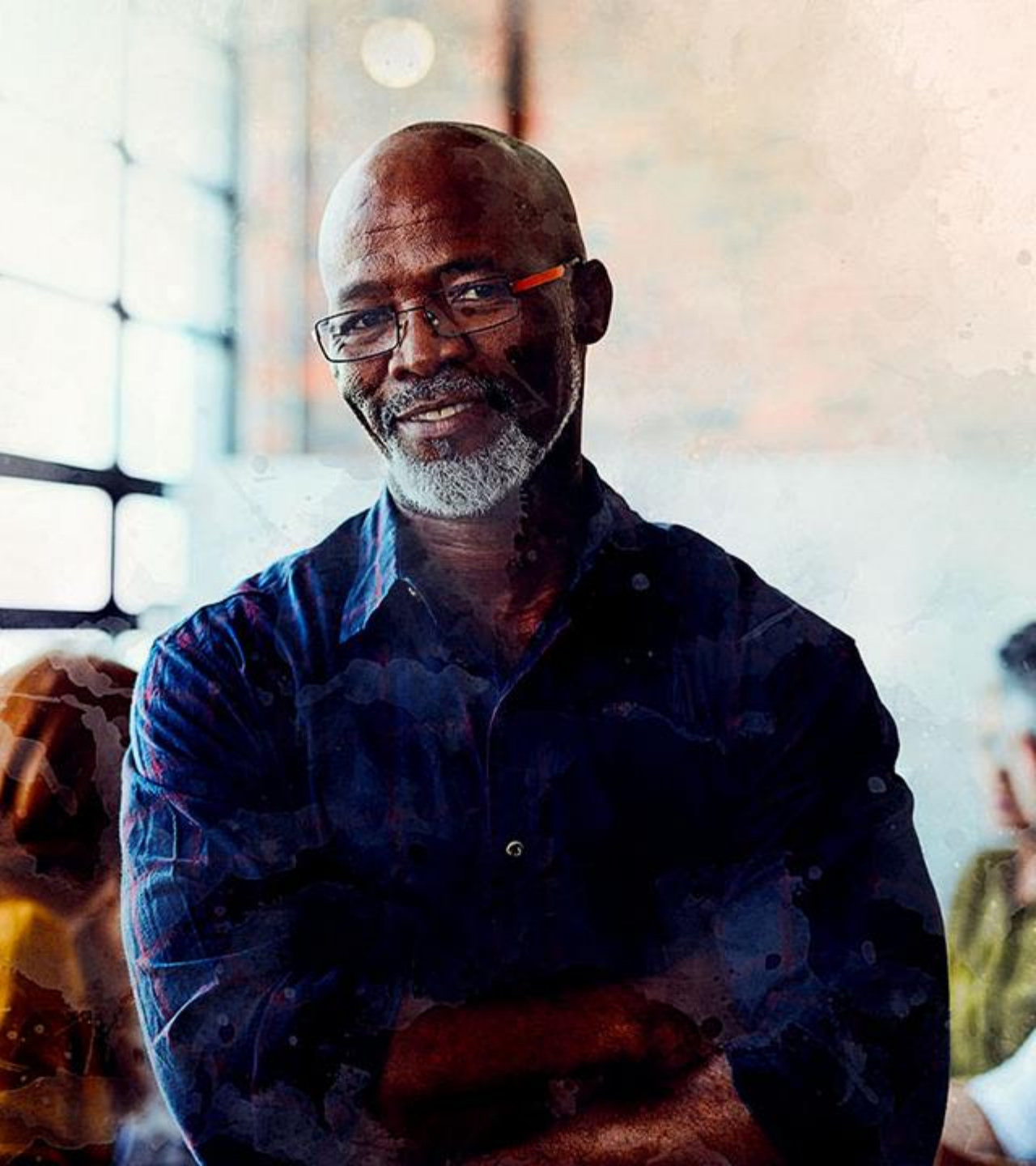
Location: Seattle, WA



Website: [www.seedseattle.org](http://www.seedseattle.org)



Photo: South Seattle Emerald



# Opportunity, Leadership & Summary

## The Opportunity

SEED is poised for growth. The oldest Community Development Corporation in the city, SEED is working with residents and small businesses to weather the pandemic and emerge stronger. In fall 2022, the Board of Directors adopted a new five-year Strategic Plan that centers growing the pipeline, community building and racial equity.

The organization recently opened the 81-unit new construction LIHTC-financed Spokane Apartments and completed a HUD-financed renovation of the Lilac Lodge apartments. The upcoming Rainier Court V will complete the master planned, award winning Rainier Court buildings, which brings over 600 affordable apartments in total to the Rainier Valley. The pipeline has over 150 additional new affordable apartments at multiple sites. Beyond the immediate pipeline, SEED co-owns its current headquarters as well as a 377-unit affordable complex on 14 acres, a few blocks from a light rail station. Both are excellent re-development sites. *continued >*

# Opportunity, Leadership & Position Summary (continued)

## The Opportunity (continued)

The current SEED portfolio of twelve properties has multiple opportunities for future tax credit syndication and innovative refinancing.

For over four decades SEED has strengthened arts and culture in Seattle and is committed to an equitable creative economy. The current SEEDArts real estate portfolio includes ownership of the 242-seat Rainier Arts Center, the Columbia City Gallery, the KRVU station headquarters and broadcasting site and multiple public art collections. SEED leases the SEEDArts Studios and is actively seeking to acquire new arts space in Southeast Seattle.

## Leadership

SEED approaches this work with a seasoned team of senior

leaders including the Executive Director, the Director of Property and Asset Management, Director of Finance and SEEDArts Director. The Senior Housing Developer will engage with directly with the SEED Board of Directors and many community stakeholders.

## Position Summary

Reporting to the Executive Director and working closely with two SEED consultants that each have over a decade of LIHTC experience, the Senior Housing Developer manages and implements nonprofit affordable housing developer strategy for new construction and acquisition. Additionally, the position works with senior leadership, repositioning the existing portfolio to ensure sustainability through project structuring and refinance and generating developer fees.

# Required Knowledge, Skills and Abilities ("Must Haves")

## Knowledge of:

- A competitive candidate must have 3+ years of hands-on increasingly responsible affordable housing financing and real estate development experience
- Ability to collaborate across departments and represent SEED in the community; strong communication, presentation, stakeholder relationship management, negotiation, influencing and negotiation skills
- Significant Low Income Housing Tax Credit financing and affordable housing re-syndication experience
- Experience working in diverse communities



# Other Desired Skills and Abilities

- Ability to think strategically with a visionary focus on future growth and stability
- Experience and technical expertise in affordable housing real estate development, including finance, entitlement and design, construction, lease-up and operations
- Strong analytical/problem solving skills, including process analysis and improvement
- Strong ethical decision-making skills
- Proven leadership skills that are collaborative in setting a clear direction and supportive environment to ensure that goals and objectives are met while inspiring outstanding performance
- Skill in effective listening, communication and presentation skills where all messages from and to diverse audiences can be heard and/or articulated in layperson terms that inspire a high level of confidence
- Experience with arts space development
- Experience with Seattle, King County and Washington State public and private funding partners



# Job Functions

- Collaborate with Executive Director and senior leadership on pipeline expansion and determination of populations to be served
- Work with LIHTC consultants on project development budgets and pro-formas for new construction and rehabilitation projects
- Process entitlements through municipal and other authorities having jurisdiction, including participating in community input processes.
- Work with SEED legal counsel on creation of ownership entities for projects
- Research financing terms with equity and debt providers (private and public)
- Prepare public and private financing applications, conduct due diligence, and close transactions
- Draft or oversee drafting, negotiate, review, and approve full range of financing loan documentation and agreements

*continued >*



# Job Functions (continued)

- Secure project financing, including preparation of grant applications in support of housing programs
- Attend meetings and represent organization at hearings and community engagements
- Coordinate with asset management to improve project operations in anticipation of development activities and transition of projects from development to asset management
- Manage administration of housing development functions, including developing operational budget and fiscal inputs (revenue and expenses) and developing systems for data collection and information management
- Coordinate with senior leadership team on overall organization mission and strategy
- Report on real estate development activities to organization board of directors as needed



# Measures of First Year Success



## Financing

- Collaborate with Executive Director and Leadership Team to secure city and state public funding of Rainier Court V Project
- Work with Executive Director and key consultant on closing on new financing for 377-unit Lake Washington Apartments



## New Projects/Pipeline

- Work on closing of key Columbia City site.
- Finish the acquisition of SEED Seattle's next arts building or redeploy multi-million dollar grant in another project



## Relationship Management

- Grow, build and sustain strong relationships with key funders, local government leaders, Board members and other key stakeholders



## Teamwork & Collaboration

- Communicate, collaborate, align and mesh well with SEED Seattle Leadership Team
- Secure additional consultants as needed.

# Education



- Bachelor's degree; relevant graduate degree preferred

# Compensation

SEED offers a competitive salary commensurate with experience, as well as excellent benefits and perks including but not limited to:

- Health
- Dental
- Life, Short and Long-Term Disability Insurance
- 403(b) Retirement Plan
- Generous paid time off program



# BroadView Talent Partners Team

SEED has retained BroadView Talent Partners to lead this search. “Interested and Qualified” candidates should contact:



**Tracy McMillan**

CEO & Managing Partner  
office 203.651.8300  
mobile 484.994.9270

[tracymac@broadviewtalent.com](mailto:tracymac@broadviewtalent.com)



**Steven Hatchett**

Vice President, Senior Associate  
office 203.651.8300  
mobile 773.742.3686

[steven@broadviewtalent.com](mailto:steven@broadviewtalent.com)



**Donna Young**

Operations Manager  
office 203.651.8300  
mobile 917.273.4755

[donna@broadviewtalent.com](mailto:donna@broadviewtalent.com)



**Elizabeth Keyser**

Associate  
office 203.651.8300  
mobile 203.349.0069

[elizabeth@broadviewtalent.com](mailto:elizabeth@broadviewtalent.com)

# Contact

## OFFICE HOURS

Monday – Sunday  
07:00 AM– 7:00 PM PT

## GET IN TOUCH

(203) 651-8300  
(484) 994-9270

### **About BroadView Talent Partners**

Executives in affordable housing, nonprofit, and middle market organizations retain BroadView Talent Partners to fill senior leadership team positions because they value our specialized knowledge and proven process for identifying executive talent using our unmatched national network, commitment to diversity, equity, and inclusion (DEI), and record of long-tenured placements.

## OUR ADDRESS

120 Northwood Road, 2<sup>nd</sup> Floor  
Fairfield, CT 06825  
United States

## FOLLOW US

[www.broadviewtalent.com](http://www.broadviewtalent.com)  
[info@broadviewtalent.com](mailto:info@broadviewtalent.com)





Thank you!