

“Committed to Safe and Affordable Housing”

Job Title: Housing Development Manager
Classification: Exempt
Category: Administrative Services
Salary Range: \$72,800 - \$106,080 Annually (\$35.00 - \$51.00 hourly)

Definition

Responsible for the development and implementation of various affordable housing development activities and related financing programs. Leads and monitors the various phases of the development from beginning to end, allowing the Housing Authority to move forward more quickly with projects in the pipeline and to better assess the feasibility of new projects as they present themselves. Leads the Development Team.

Typical Work

- Support the accomplishment of the goals set by the Housing Authority and their mission.
- Help grow the Housing Authority’s affordable housing portfolio.
- Lead the management team in planning and analysis of conceptual design and preconstruction activities.
- Establish, update, and maintain development budgets and schedules and consistently communicate updates in a timely manner to all appropriate parties.
- Development, lease up and closeout of the development.
- Coordinate development team professionals, including architects, engineers, market analysts, attorneys, and general contractor and lenders.
- Perform site visits with investors and other third party entities, as needed.

Protects the privacy of all client related information; keeps a strict confidentiality of YHA business both while at work and during off duty hours.

Performs other duties as required.

Knowledge and Abilities

Ability to utilize independent judgment, establish priorities and make effective decisions in a timely manner; excellent verbal and written communication skills; highly flexible; well organized and detail-oriented; excellent computer skills including Microsoft Office applications; ability to work well both independently and within a team; ability to prioritize multiple tasks and follow-through with minimal supervision; exceptionally high integrity.

Legal Requirements

Valid driver’s license with no more than three moving violations within the last three years.

Desirable Qualifications

Position typically requires Bachelor’s Degree in an applicable field; AND three to five years of experience in the affordable housing industry, development, planning, finance, or other related



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field; AND experience in financial modeling and feasibility analysis, project management, construction, and/or design and engineering preferred; AND the ability to perform the work.

Standards of Performance

This individual displays a positive attitude and maintains a cooperative working relationship with others including subordinates, other managers, employees, the Executive Director, and other third-party entities. This employee performs all duties and responsibilities in a timely and efficient manner according to established schedules, procedures and policies. This individual must demonstrate good judgment and suitably report problems to the Executive Director.

Employee Signature

Date