



JOB ANNOUNCEMENT

Job title: **Associate Director of Housing Development**
Department: Housing Development
Supervisor: Director of Housing Development
FLSA Category: Exempt
Status: Full-time 40 hours per week
Location: Downtown San Jose

First Community Housing (FCH) is expanding and has an amazing opportunity for a seasoned professional to manage a large development team and a healthy pipeline of affordable housing projects. You will have the opportunity to guide and shape the team to optimize efficiency and take it to the next level. It will take someone with a deep knowledge of affordable housing finance and real estate development as well as a passion for mentoring and coaching staff to get the job done, if this is you, apply now!

The Associate Director of Housing Development reports to the Director of Housing Development and is responsible for the real estate development activities performed by the project management team. The job responsibilities are as follows:

Oversee Project Management Team

The Associate Director will provide mentorship and technical advice to project managers in order to successfully navigate all development activities, these include (but are not limited to):

- Due diligence
- Project acquisition
- Develop funding strategies
- Preparation of financial analysis
- Contract and management of architects, engineers and general contractors
- Identification and preparation of funding applications (soft money), low-income housing tax credit (LIHTC) and other grants
- Identify and obtain loans (predevelopment, construction, permanent and deferred loans)
- Negotiations with equity investor partners on investment terms and conditions
- On-going communication with public and private lenders to secure and close financing sources
- Construction bidding and contract negotiation
- Develop and monitor project budget and schedule
- Green certification and other sustainability goals
- Process draw requests to lenders
- Process construction change orders
- Conversion to permanent financing and the funding of all other debt and equity sources
- Successful transition of projects from construction to operation by coordinating with Asset Management and general contractor

Management & Leadership

The Associate Director will gauge their level of involvement in each project based on the project manager's experience and ability--it could be monitoring, coaching, training or taking the lead, especially at key project milestones such as financial closings, conversions, etc.

The Associate Director is expected to provide good leadership to the project management team:

- Inspire, motivate, and guide team members toward their individual and collective goals.
- Identify growth opportunities for each project manager and coordinate training.

The Associate Director will represent the Development Department:

- Report development pipeline milestones and critical paths as well as the financial strategy of each project to the Executive Team and the Board of Directors.
- Participate in several high-level meetings such as the Executive Team, Board of Directors, and Board Committees.
- Represent FCH before public agencies, elected officials, community groups and financial institutions.
- Develop and maintain relationships with staff of public funding sources.

The Associate Director will work closely with the Director as follows (but not limited to):

- Manage development pipeline
- Lead efforts on prospective projects by identifying acquisition opportunities, conducting an analysis and managing RFP process when required.
- Staff various management meetings
- Supervise project managers' performance
- Conduct annual reviews of project management team
- Development and implementation of strategic plan
- Participate in Owner Project Requirement reviews and Design Committee

Required Skills, Knowledge and Abilities

- Demonstrated experience with public and private affordable housing funding resources and subsidy programs, including the low-income housing tax credit program, tax exempt bonds and syndication process; ability to creatively combine financing tools to leverage housing funds.
- Committed to meeting the housing needs of lower-income families and individuals, especially those experiencing homelessness and special needs populations.
- Strong real estate development experience including local government procedures to secure entitlements and all necessary permits.
- Ability to manage an large pipeline of projects at different phases.
- Must have supervisory experience and be able to implement best practices.
- Have knowledge of project management methodologies.
- Proven ability as a team player as well as a leader.
- Well-organized, detail oriented and excellent analytical skills.
- Ability to organize and schedule tasks in support of multiple deadlines and projects.
- Ability to communicate effectively, both orally and in writing.
- Proficient in sophisticated financial analysis.
- Proficient in Microsoft Suite, especially Excel, Word and PowerPoint.
- Experience with databases and project management tools.

- Excellent public presentation skills.
- Excellent oral and written communication skills.
- Ability to work effectively with various community groups (including tenants and surrounding neighbors of proposed and existing developments) to listen and respond to concerns in a culturally sensitive manner.
- Ability to maintain flexibility to navigate the ebbs and flows of projects, negotiations and personalities.
- Must have a strong commitment to diversity, equity and inclusion as it is central to FCH's mission in the way we treat and reflect the communities we serve as well as the intention we put into how to treat each other and every consultant we work with.

Qualifications / Experience

The Associate Director must have a significantly varied and rich development experience as the main responsibility of this job leading a project management team and having the ability to view development from a global perspective; as such the following qualifications are required:

- A minimum of ten (10) years of progressive affordable housing development experience.
- Must have at least three (3) years of supervisory experience.
- Education: Bachelor's in construction, architecture, construction, environmental, urban planning or other related field and a master's degree in business administration, public administration, urban planning, or another related field is preferred. (A master's degree can be met with years of applicable experience.)

If an applicant believes they can meet any of these requirements with something different than those stated above, please include a full explanation in the cover letter for consideration.

Salary Range: \$100,000 - \$150,000

Benefits

Benefits package includes medical, vision and dental insurance, and PTO (paid time off) leave for all full-time employees. Dependent coverage is available at the employee's expense. In addition to PTO accrual, First Community Housing recognizes 15 paid holidays.

Work Environment

This job operates in a professional office environment routinely using standard office equipment such as computers, phones and photocopiers. It is essential that applicant be proficient in Microsoft Suite of products i.e., Word, Excel, PowerPoint as well as be familiar with file sharing and collaborating platforms such SharePoint as well as virtual communication platforms such as Teams and Zoom.

Some travel will be required to view properties, prospective sites, to attend meetings at construction sites and at public agencies as well as to attend events and conferences. A reliable form of transportation is required.

FCH offers employees a hybrid working environment with employees working both in the office and from home if they so choose and work duties permit. All work-from-home arrangements are made on a case-by-case basis and must be approved in advance by your direct supervisor.

Employees are expected to follow all procedures and work rules as if they were in the office, including but not limited to tracking their time, working their normal schedule, and maintaining productivity.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

How to apply

Interested persons should send a resume and cover letter to Vianey Nava, Vianeyn@firsthousing.org. Please note "Associate Director of Housing Development" in your subject line.

First Community Housing is an Equal Opportunity Employer to all regardless of race, color, national origin, ancestry, sex, marital status, disability, religious or political affiliation, actual or perceived gender identity, age or sexual orientation. FCH is committed to diversity, equity, and inclusion and our goal is to have a workforce that is representative of the communities that we serve. First Community Housing is a drug free workplace and complies with ADA regulations as applicable.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.