



Job Description

Job Title – Housing Development Coordinator

Nature of Work:

The Housing Development Coordinator reports directly to the Executive Director. The Housing Development Coordinator is responsible for the monitoring, evaluation and coordination of residential projects for Affordable Housing Advocates, and does related work as required.

Job Essentials:

- Speak, write, read and understand the English language well enough to perform the essential duties of the job.
- Ability to meet deadlines.
- Reliable transportation and possession of a valid driver's license. May be required to commence the workday at different locations.
- Possess math skills for adding, subtracting, multiplying, and dividing sufficiently to perform the required tasks.
- Possess the dexterity to use a computer, telephone, and other office equipment.
- Must be able to hear with or without amplification devices.
- Demonstrate a self-motivated and goal-oriented attitude and possess the ability to comprehend the importance and confidential nature of all information.
- Able to lift 10 pounds.

Job Duties:

- Develops list of properties for consideration of housing development.
- Coordinates collection of housing and other related information necessary for evaluation.
- Reviews and determines project feasibility, including evaluation of financial pro formas, market analysis, structural condition, and environmental concerns.
- Assists in determination of funding sources.
- Maintains information on available financing techniques, including government and private financing.
- Prepares, loan, grant any other necessary financing packages, including low-income housing tax credit applications.
- Coordinates and monitors preparation of plans and specifications for rehabilitation or new constructions.
- Initiates request for and participates in the selection of contractors for construction or rehabilitation work.
- Coordinates related activities of housing developments, supervising architects, general contractors, and all other real estate development consultants.
- Prepares and submits documents required by other staff departments and agencies.
- Requests necessary services for operations.
- Assists in the evaluation and monitoring of program objectives and contractual services.
- Prepares reports and agenda items.
- Attends public hearings.
- Replies to general information requests internally and from regulators; and completes related work as required.

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Other Duties:

Other duties as assigned by the Executive Director. Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.

Education and Experience:

- Bachelor's degree preferred.
- Minimum of four years preferred in the affordable housing industry.
- Experience with the coordination of the creation of affordable housing developments, including the relevant financial structuring (including, but not limited to, LIHTC, HUD, Rural Development).
- Flexible and open-minded about the scope of the role, as responsibilities may expand or change based on fluctuating business needs.
- Experience building and maintaining relationships with vendors.
- Experience in the understanding of financials and operations.
- Proficiency in Microsoft Office applications along with experience with various housing development programs.
- Well-developed interpersonal skills, time management and crisis management skills; organization and prioritizing abilities; attention to detail and accuracy; sound judgment and reasoning ability; excellent written and oral communications skills; and ability to meet deadlines.

Work Conditions:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, telephones, photocopiers, and filing cabinets. This is a smoke-free environment.

Physical Demands:

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, use hands to finger, handle or feel, and reach with hands and arms. The employee will be seated for long periods of time.

Supervisory Responsibilities:

The Housing Development Coordinator does not perform any supervisory duties.

FLSA Status: Exempt

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Signature:

The employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the Housing Development Coordinator position.

Employee

Date