



Connecting people to homes, hope and opportunity. Jennifer Westerman, CEO

POSITION TITLE:	Housing Development Coordinator
DEPARTMENT:	Executive
SUPERVISOR:	Chief Executive Officer
SALARY:	Level 6, \$28.69 – \$39.71 /Hour
HOURS:	8:00 – 5:00, Monday – Friday, Flexible
LOCATION	Longview, WA; Hybrid Remote

POSITION OVERVIEW:

Under supervision of the CEO, the Housing Development Coordinator will plan, coordinate, and oversee planning programs and capital improvement projects relating to development and redevelopment projects. This may include planning and feasibility, coordinating construction, assuring compliance, and providing project management and construction expertise.

Position requires demonstrated superiority in time management, self-motivation, and independent judgement, and requires a highly developed ability to work both independently and in a team environment, assisting clients to complete projects in rural and urban communities. Incumbent will be working collaboratively with a broad range of stakeholders, partners, funders, and clients.

JOB DUTY OUTLINE:

1. Perform tasks in the process of project concept development and feasibility analysis.
2. Prepare project elements for both HOSWWA’s approval process and the external approval process of partners, funders, and regulating agencies.
3. Monitor progress of assigned project elements, directing those components to fruition as contracted, making any day-to-day decisions, and taking actions which keep the project on track.
4. Recommend changes and seek approval for deviations from planned budget, schedule, deliverables, cash flow, contract terms, legal liability, financial risk, partner, and funder relations, etc., and prepare information to be included in reports to management.
5. Coordinate with external developers for:
 - a. Feasibility Analysis
 - i. Researching and developing information required for project concept development.
 - ii. Researching and developing realistic project capital and operating budgets.
 - iii. Providing research and due diligence on funding sources and site acquisition.
 - iv. Creating and manipulating financial models to determine impacts of various cost assumptions and different potential funding approaches.
 - b. Funding Sources



820 11th Avenue • Longview, WA 98632 • (360) 423-0140 • FAX (360) 425-9930

TTY (800) 833-6388 • www.hoswwa.org

- i. Maintaining open and positive relationships with public funders, investors, and financial institutions.
 - ii. Research and develop information required for project concept development.
 - iii. Lead application process for various funding sources including LIHTC, tax-exempt bond debt, HUD programs, local subsidy, and conventional bank loans.
- c. Project Administration and Close out
 - i. Maintain positive working relationships with client/owner and all external team members.
 - ii. Manage acquisition of properties from purchase and sale agreement to closing and escrow.
 - iii. Oversee monthly financial draws and archiving of project files.
 - iv. Complete appropriate reports to all funders.
- 6. Assist accounting staff with compliance with any loan or bond reporting requirements related to commercial properties.
- 7. Assist in monitoring wages and ensuring all of the proper documentation is obtained prior to payments. Review all pay applications and draws and approve internally for submission to finance for payment.
- 8. Coordinate in conjunction with external developers, mixed-finance due diligence functions including but not limited to preparing HUD rental term sheets and all associated forms and reports; assist with applications for private activity bond cap and low-income housing tax credits; other public funding applications; assembling and tracking the progress of and submitting all items requested by lenders and investors for final mixed-finance closings.
- 9. Assist in the preparation of reports needed by funders, development partners, public agencies, and private sector organizations pertaining to projects and implementation of approved projects.

SKILLS AND ABILITIES:

1. Demonstrated superiority in time management, self-motivation, and independent judgment.
2. Proven ability to manage multiple projects.
3. Demonstrated ability to lead teams and to work as a team member
4. Demonstrated ability to independently oversee large, complex projects and effectively problem-solve variety of issues that may occur.
5. Must have basic understanding of the affordable housing development process from feasibility to close out.
6. Basic understanding of project management.
7. Basic understanding of land use issues and development.
8. Basic understanding of the construction process.
9. Basic understanding of the various components of capital and operating funding.
10. Basic understanding or ability to learn the criteria for selection and oversight of a variety of outside consultants and providers of professional development and construction services.
11. Skilled in maintaining customer and partner relations using tools such as oral and written communication, problem solving, and setting reasonable expectations.
12. Ability to succeed under pressure with multiple, simultaneous task assignments.
13. Experience facilitating in-person and virtual meetings.

14. Proficiency with computer software including word processing, spreadsheets, Internet, and video conferencing.

QUALIFICATIONS (Education/Experience):

1. Education: BA degree in urban planning, community development, architecture, or related field. Demonstrated successful experience (4 years) in multi-family affordable housing development may be substituted.
2. Minimum experience of three years program and project development, real estate, and/or community development is preferred.
3. Experience working with various types of public and private financing (e.g. bank loans, bridge loans, Tax Credits, etc.)
4. Preference for experience in affordable real estate and housing project development, including project feasibility, market analysis, financial packaging, site selection, land acquisition, infrastructure development, construction process, project management and regulatory compliance.
5. Experience in affordable housing development or related field a plus.
6. Experience in securing project financing from public and private sources.
7. Experience in operating pro forma modeling.
8. Project Management experience or education preferred.
9. Must have a valid Washington State Motor Vehicle Operators License with fully insurable driving record and current auto insurance.
10. Must pass a background check.
11. Must be eligible to work in the United States.

BENEFITS DESCRIPTION:

HOSWWA offers employees and their eligible family members the option to enroll in medical, dental, vision, and/or supplemental life insurance. Employees are also covered by Basic Life and Accidental Death and Dismemberment and Long-Term Disability insurance.

All HOSWWA employees are members of the Public Employees Retirement System (PERS) administered by the Washington State Department of Retirement Systems (DRS). Employees may also contribute funds to Deferred Compensation Program (DCP), a 457(b) tax-deferred savings plan run by the DRS.

Employees receive 14 paid holidays per year, paid sick leave accrual at a rate of 8 hours per month, and, following 6 months' orientation, paid annual leave starting at 40 hours per year.

Other benefits include an Employee Assistance Program (EAP) and access to student loan forgiveness through Public Service Loan Forgiveness (PSLF).

WORKING ENVIRONMENT:

Office Environment with extended hours of working on a computer.

PHYSICAL: Sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and/or calculator; lifting and carrying light objects up to 25 pounds; bending at the waist to retrieve materials; hearing and speaking to exchange information and make presentations; seeing to read a variety of materials.

EQUAL OPPORTUNITY EMPLOYER:

All qualified applicants are welcome without regard to gender, gender identity or gender expression, sexual orientation, race, ethnicity, or cultural identity, national origin, religion, age, veteran status, genetics, or disability. We encourage minorities, LGBTQ, veterans, and individuals with disabilities to apply.

ORGANIZATION CHARACTERISTICS:

Housing Opportunities of SW Washington is a public organization created under the Housing Authorities Law of the State of Washington. Created in 1976, the Authority's jurisdiction of responsibility includes: Cowlitz, Lewis, Pacific, and Wahkiakum Counties. HOSWWA administers various federal housing programs, locally owned properties, and Section 8 Housing Assistance Payments Programs. It also owns and manages federally funded USDA Rural Rental Multi-Family Housing, and operates several programs designed to expand affordable housing opportunities.