



Portland Community Reinvestment Initiatives, Inc.

"MEETING THE AFFORDABLE HOUSING NEEDS OF THE COMMUNITY"

Job Description – Housing Development Director

Job Title	HOUSING DEVELOPMENT DIRECTOR	Department	HOUSING DEVELOPMENT
Reports To	EXECUTIVE DIRECTOR	Salary Range :	DOE: 75,000-80,000
FLSA	EXEMPT	Revision Date:	10/30/18

ABOUT PCRI

Portland Community Reinvestment Initiatives, Inc. is a non-profit community development corporation with a mission "to preserve, expand and manage affordable housing in the City of Portland and provide access to and advocacy for services to our residents". With over 800 units of affordable housing, PCRI's unique mix of single-family homes, small multi-plexes and community apartments represents one of the last stable opportunities for low-income households to remain in their vibrant Portland neighborhoods. These homes and apartments are woven into the fabric of their neighborhoods and are a model for eliminating concentrations of poverty.

To accomplish PCRI's goal of addressing involuntary displacement, PCRI established a displacement mitigation initiative, Pathway 1000, with the sole purpose and intent of slowing and reversing the involuntary displacement of long term residents previously forced to move from N/NE Portland, and current residents at risk of displacement. Through the Pathway 1000 initiative, PCRI aims to build and create at least 1,000 homes, many of which will be available to purchase. The homes will be located throughout the city of Portland, with the primary focus on the N/NE Portland neighborhoods where displaced families previously resided.

POSITION Summary:

The Housing Development Director is a senior leadership position charged with the planning, resource development, implementation, evaluation, and oversight of new construction and rehabilitation projects for PCRI's Housing Development Department. This position supervises PCRI's Housing Development staff and volunteers, and various development consultants, including architecture and engineering firms, general contractors, financial consultants, construction consultants, and development attorneys. This position works closely with other PCRI Directors and Managers and with external partners.

This position requires excellent organizational and communication skills as well as attention to detail and creativity. Understanding of zoning and building codes, construction management, sustainable building criteria and rating programs, and affordable housing programs and financing mechanisms for both rental housing and homeownership will further distinguish a successful candidate. This position may involve sensitive and confidential information, therefore a high level of confidentiality and professionalism is essential. The Housing Development Director must be able to work in a team setting and balance multiple organizational priorities.

Essential Functions:

Identify potential affordable housing development opportunities for rental housing and homeownership developments; prepare presentations, materials and recommendations for the Executive Director, Board of Directors and external stakeholders; regularly report on development process and progress. This position oversees the full project life cycle from pre-development through construction. Additional essential functions, as directed and approved by the Executive Director, include:

- Evaluate project feasibility and alignment with organizational mission and goals.
- Lead and oversee the management of new construction and rehabilitation projects.
- Prepare (or direct preparation of) construction meeting agendas and minutes, construction budgets and draws, status reports and other necessary documents.
- Direct and oversee research of potential development sites and zoning/building codes to identify opportunity and feasibility of new housing development; provide direction and recommendations on site selection.
- Lead development and organization of project programs, specifications and creation of other project documents.
- Lead Housing Development team with project and resource development, including participation in the preparation and submission of funding and grant applications.
- Prepare and present reports for funders, board packets and other stakeholders as necessary to inform interested parties of a project and further its development.
- Recommend the hiring and oversight of development team partners and consultants.
- Lead community and neighborhood engagement as it relates to development projects.
- Maintain effective communication with third-party consultants, architects and design professionals, general contractors, and other vendors regarding issues related to project design and development.
- Coordinate with property management and maintenance staff to ensure project designs and materials meet standards for livability, rent ability and ease of maintenance.
- Promote growth and goodwill for the company through daily personal contact with co-workers, vendors, and community members.

Qualifications:

- Bachelor's degree in architecture/design, housing development or construction management or related field.
- Minimum of 5 years' experience managing diverse project teams, including staff and consultants.
- Extensive knowledge of design, development and construction of multi-family housing, mixed-use development, and homeownership development.
- Knowledge of affordable housing and homeownership finance opportunities, challenges and processes.
- Ability to read, write, interpret and analyze printed and web documents including, but not limited to: project and product specifications, contract documents, construction plans and blueprints, invoices and construction draw documents, and public housing department documents.
- Good verbal and written communication skills; strong organizational and interpersonal skills.
- Ability to coordinate multiple projects simultaneously and easily adjust to changing priorities.
- Ability to effectively present to groups of people including lenders, public agency representatives, community groups, and board members

- Computer skills, including Microsoft Office suite
- Travel between sites in Portland required. Must have driver's license, access to vehicle and ability to maintain automobile insurance.
- Ability to walk up multiple flights of stairs several times per day and walk about various rental properties and construction sites.
- Must have experience working with diverse populations.
- Experience working in small group settings a plus.

Compensation / Benefits:

Salary is commensurate with qualifications and experience. PCRI provides a generous benefits package that includes 10 days of paid Vacation after the completion of one year of employment that increase over time to 20 paid days. In addition to paid vacation, PCRI's annual benefits package includes 9 days of paid Sick Leave and 3 days of paid Personal Time Off, 10 paid holidays, employer-paid health coverage (medical, dental, vision) that requires a contribution for employee if dependents added to plan, Long Term Disability Insurance, 403(B) employer match contribution of up to 3% of employees annual salary. Voluntary benefits include: Life Insurance, Short Term Disability insurance, critical and accidental insurance.

Work Environment:

PCRI is a fast-paced, highly engaged work environment. We strive to communicate effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities and cultural backgrounds. We actively seek opportunities for professional development for our staff and promote a willingness to change for continual improvement.

PCRI is an EEO employer committed to the inclusion of all people in our workplace and programs.

Undergoing and passing a pre-employment criminal background, drug test and physical exam is required.

Reasonable Accommodations:

To perform this job successfully, an individual must be able perform each essential function and the physical demands satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Application Process:

Interested candidates should submit a resume and a cover letter addressing qualifications for the position, to the attention of Tamara Trofimenko, HR Manager. PCRI, 6329 NE Martin Luther King Jr. Blvd, Portland, Oregon, 97211, by email at jobs@pcrihome.org, or fax to (503) 943-2844. This position is open until filled. Please note that only those candidates selected for an interview will be contacted.