



Portland Community Reinvestment Initiatives, Inc (PCRI)

"AFFORDABLE HOUSING WITHOUT COMPROMISE"

Job Description – Housing and Economic Development Manager

Job Title	HOUSING AND ECONOMIC DEVELOPMENT MANAGER	Department	HOUSING DEVELOPMENT
Reports To	DIRECTOR OF HOUSING DEVELOPMENT	Salary Range :	BASED ON EXPERIENCE \$65,000-\$75,000
FLSA	Exempt	Revision Date:	JANUARY 31, 2022

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 700 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 and Economic Development Manager provides essential research, planning and management of PCRI owned commercial spaces, and assists with scattered-site new construction and rehabilitation projects for PCRI’s Housing Development Department. This position requires excellent organizational and communication skills as well as attention to detail and creativity. Understanding of economic development principles and practices, public and private commercial financing options, zoning and building codes, sustainable building criteria and rating programs, and affordable housing programs and financing mechanisms 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 and Economic Development Manager must be able to work in a team setting and balance multiple organizational priorities.

Essential Functions:

- Manages and coordinates the planning and implementation of Economic Development Programs including business attraction, retention, job creation, business assistance, marketing and related functions.
- Communicates and coordinates with real estate professionals interested in establishing businesses in PCRI Commercial Properties and the PCRI service area.
- Assists in the development of strategies for implementation of economic and real property activities, schedules and guidelines.
- Assists with negotiations related to leasing of PCRI Commercial Properties, tenant build outs and lease follow up.
- Reviews analysis, documents and reports prepared by commercial tenants, consultants and staff to assure accuracy, completeness and appropriateness.
- Keeps abreast of legislative developments which may impact economic development programs, policies and/or procedures and implements approved follow-up action.
- Monitors economic development time, activities, and expenditures
- Attends various commission and City Council meetings and may act as a staff resource to various sub-committees and PCRI Senior Leadership Team.
- Prepares or arranges for preparation of documents related to economic development and commercial property management transactions including, but not limited to, contracts and agreements, easements, conveyances, notes, deeds of trust, grant deeds, rights of entry, licenses, permits, reconveyances and agreements.
- Manage (or assist in) day-to-day activities of new construction and rehabilitation projects
- Prepare (or assist in preparation) of construction meeting agendas and minutes, construction budgets and draws, status reports and other necessary documents
- Research potential development sites and zoning/building codes for opportunity and feasibility of new housing development; provide input and advice on site selection
- Assist with development and organization of project programs, specifications and creation of other project documents
- Engage with and assist Housing Development team with project and resource development, including participation in the preparation and submission of funding and grant applications
- Make presentations to and prepare reports for funders, board packets and others as necessary to inform interested parties of a project and further its development
- Maintain effective communication with third-party consultants, architects and design professionals, general contractors, lenders, funders 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
- Engage in Permanent Supportive Housing (PSH) training and implementation of the PSH program
- Prepare for and deliver Homebuyer Education, Foreclosure Mitigation, and Financial Counseling
- Learn and assist with management of the Individual Development Account (IDA) program
- Assist with Compliance and Reporting requirements
- Attend approved trainings, seminars, webinars and informational meetings
- Other Duties as assigned. This is not a comprehensive list of all duties of this position.

Qualifications:

- Bachelor's degree or equivalent experience in architecture/design, housing development or construction management or related field
- Familiarity with design, development and construction of multi-family or mixed-use housing
- Good verbal and written communication skills; strong organizational and interpersonal skills
- Ability to coordinate multiple projects simultaneously and easily adjust to changing priorities
- Computer skills, including Microsoft Office suite
- Access to transportation to visit development sites and project-related meetings
- Ability to walk up multiple flights of stairs several times per day and walk about various rental properties and construction sites
- 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
- Ability to effectively present to groups of people including lenders, public agency representatives, community groups, and board members
- 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, 11 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 employee's 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.