Multifamily Development Officer – Richmond, VA

Community Housing Partners (CHP) is seeking an experienced Multifamily Development Officer to be responsible for day to day real estate development activities that create successful outcomes as projects move through the development process to completion. This position is a very collaborative position, as the successful candidate will work closely with employees in Property Management, Finance, Asset Management, Construction, and Architecture in the pursuit of successful projects. The Development Officer constantly works to initiate, coordinate, and manage short- and long-term partnerships with other developers, lenders, and agencies, and represents CHP before these various agencies, developers, lenders, and local governments as required, in order to facilitate favorable project outcomes.

Essential duties of the Development Officer include:

* preparing cost and operating pro formas for potential acquisitions/rehabilitations/new construction
* review proposed legal documents for real estate and partnership closings and ensure that paperwork is accurate and closings occur on schedule
* prepare and/or supervise the preparation of applications for permanent and construction financing and tax credits
* prepare applications for grants and loans
* work with Development Team and CHP leadership to identify, evaluate, and pursue new opportunities for development

The successful candidate will possess knowledge and experience using affordable housing financing programs including HOME, LIHTC, Federal and State Historic Tax Credits, tax exempt bonds, Federal Home Loan Bank products, etc, and must have the ability to develop successful funding applications, to develop cost and operating pro formas for affordable multifamily housing development, to underwrite multifamily properties, and to review and coordinate application documents as needed. Must have a Bachelor’s degree, and three years of progressively responsible experience in affordable housing, finance, real estate planning, or a closely related field; Master’s degree preferred. Bilingual a plus.

The Multifamily Development Officer position will be based out of Richmond, VA, and responsible for locating, procuring, and overseeing development opportunities anywhere within our footprint as well as surrounding states. Salary is competitive and based on experience, and position offers robust benefit package including health/dental/life/disability insurances, 403(b) with match and guaranteed employer contribution, flex spending, generous paid leave, and more. Relocation assistance may be available for the right person.

Interested parties may submit letter of interest and resume with references through the job posting on our website at [www.communityhousingpartners.org/jobs](http://www.communityhousingpartners.org/jobs)

CHP is a regional, not-for profit housing and community development corporation serving communities in Virginia, Kentucky, North Carolina, Maryland, and Florida. Our primary business is the preservation and construction of green, sustainable, affordable single- and multi-family housing. We presently own and manage over 5000 units of housing in the southeast and employ over 350 staff. CHP has in-house development, architecture, construction, energy services, and housing management departments, many of which have won national awards for design, environmental sustainability, and excellence in affordable housing. CHP’s staff and management are energetic and entrepreneurial, and our culture rewards teamwork, dedication, and service to others. CHP is an Equal Opportunity Employer seeking applicants who can bring diverse viewpoints, experience, talents, and culture to promote our organization’s mission of creating affordable, sustainable housing opportunities in the communities we serve. Equal Housing Opportunity