

JOB ANNOUNCEMENT

TITLE: Housing Development Manager
REPORTS TO: Seabury CEO
SUPERVISES: N/A
STATUS: OPEN (Full-time, Part-time or Contractual)

JOB SUMMARY:

Seabury Resources for Aging is a leading nonprofit provider of services and affordable housing to older adults in the greater Washington area.

The position of Housing Development Manager is a newly created position for the organization. This person would be responsible for monitoring and overseeing two affordable, seniors housing properties owned by Seabury affiliates and managed by a third-party, a property management company, and for a small seniors shared housing community/community residential facility, which is self-managed by Seabury. This would include directing efforts to maximize the performance of these communities and or/reposition these communities using tax credit refinancing or other financial vehicles. The person would also coordinate and direct the refinancing and/or redevelopment of these communities and other new development opportunities. Responsibilities will include:

- Leading the redevelopment effort associated with one of the properties including coordinating a rezoning effort and working with consultants to develop design and programmatic options.
- Spearheading the effort to expand Seabury's affordable, seniors housing footprint through affiliations, acquisitions, new development initiatives and joint ventures in the greater Washington metropolitan area.
- Staffing the Affordable Housing/New Ventures Task Force of the board with routine reporting and assistance, and participation when requested at board and other committee meetings.
- Preparing responses to requests for proposals and financing applications.
- Representing Seabury at trade association and membership meetings and events such as HAND, Leading Age and CNHED.
- Developing and analyzing development budgets, rent projections and operating proformas.

The position would report to the CEO and would be part of the Seabury senior management team.

The applicant should have a master's degree in a relevant field such as urban planning, real estate or community development and two years' experience working for an affordable housing developer and/or management company or nonprofit or government agency dealing with housing or community development; or the applicant should have a college degree and four years of similar experience. Seniors housing and assisted living experience would also be highly desirable.

Seabury is open to full time, part time or a contractual arrangement. Compensation will be based on experience.

Please submit resume to jobs@seaburyresources.org.

<https://www.seaburyresources.org/>