



**OUR JUST FUTURE**

**GATEWAY OFFICE  
& SERVICE CENTER**  
10550 NE Halsey Street  
Portland, OR 97220  
(503) 548-0200

**ROCKWOOD OFFICE  
& SERVICE CENTER**  
124 NE 181st Avenue  
Suite 109  
Gresham, OR 97230  
(503) 405-7875

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**Job Title:** Director of Affordable Housing

**Team:** Housing, Senior Management

**Reports To:** Executive Director

**Hours:** 40 hours per week

**Compensation:** Starting pay \$125,287 - \$137,821 annually, depending on experience

**Benefits:** 100% paid medical and dental insurance, AD&D, short- and long-term disability insurance, holidays, and paid leave. Relocation reimbursement available

**FLSA Status:** Exempt

**Position Type:** Full time

**Work Location:** In-person, Portland, OR

## ABOUT THE POSITION

Our Just Future (OJF), formerly known as Human Solutions, seeks a Director of Affordable Housing who is passionate about leading the organization's work to advance its mission of housing justice. The Director is responsible for the holistic management and oversight of the housing team and directly supervises 4 individuals; the department overall includes 18 positions. The team is responsible for the development, acquisition, rehabilitation, and refinancing of affordable rental housing, asset management for a growing 800+ unit portfolio, and the provision of Resident Services to promote housing security and build equitable communities. This position will oversee a team responsible for all of the organization's affordable housing and real estate work, including Permanent Supportive Housing (PSH), mixed-use projects, and resident services for the agency's rental housing. The Director reports to the Executive Director and serves as a member of the agency's Senior Management Team. The individual in this position will represent OJF in public meetings, with the media, and on policy and decision-making public committees related to affordable housing.

## DUTIES AND RESPONSIBILITIES

### *Affordable Housing Development*

- Leads the development and implementation of the organization's housing strategies by identifying opportunities for the development and acquisition of new affordable housing projects, rehabilitation of existing

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properties, and ensuring the portfolio's long-term physical and financial health and mission achievement.

- Supervises housing development team and supports Project Manager(s) and directs their work through all phases of housing development.
- Maintains a deep understanding of the housing and development landscape, including current and potential funding options and models like Housing First and Permanent Supportive Housing.
- Develops and maintains agency relationships with state and local housing officials, private investors, and lenders.
- Analyzes development opportunity sites and assesses project development and operational feasibility.
- Negotiates and obtains project financing including grants, loans, tax credits, rental assistance contracts, and other subsidies.
- Partner with the Director of Development and Communication on Fundraising for capital projects (e.g., Grants).
- Works effectively in partnership with culturally specific and service-providing agencies to ensure the housing we develop and manage responds equitably and intentionally to community needs and desires.

### *Leadership*

- Works with the Executive Director, Board, and agency leadership to develop and implement the agency's housing and real estate strategies to achieve the agency mission and meet critical community needs.
- Represents OJF professionally in policy and decision-making with lenders, funders, and other community partners and advocates for the interests of the organization and its constituents in the community.
- Serves as a member of the Senior Management Team that is responsible for setting organizational direction, making inclusive and transparent decisions, and facilitating an inclusive and positive internal climate and culture.
- Develops annual department budget and coordinates with cross-agency financial strategy
- Attends monthly board meetings and provides reports and briefs to the Board of Directors on projects and obtains Board approvals.

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- Leads the Board's Housing Development Finance Committee including developing a monthly report for the board packet.

### *Asset Management & Resident Services*

- Provides stewardship of OJF's portfolio of properties and services in accordance with the agency's mission and goals around portfolio sustainability and racial equity.
- Supervise and supports the Assistant Housing Director/Asset Management Director and Resident Services Program Director.
- Ensures existing properties are performing in accordance with the mission, legal and regulatory requirements, and in accordance with financing requirements and covenants.
- Supports the Assistant Housing Director to develop and implement long-term financing strategy for housing portfolio at a portfolio-wide and property-specific level, including investor exits, recapitalizations, workouts, dispositions, negotiated settlements, and agency financial contributions.
- Promotes the stability and success of OJF's residents and advances organizational goals around housing and racial justice.
- Represents resident services program needs in the development of new housing projects and in the maintenance of the existing portfolio.

### **QUALIFICATIONS & CORE COMPETENCIES**

- 7+ years of related work experience in housing development and management.
- Bachelor's Degree in real estate development, urban planning, business, or related field, preferred.
- In-depth experience in using affordable housing financing tools including LIHTC, OAHTC, FHA loan products, Project-Based HAP contracts, CDBG, HOME, HUD, bond programs, year-15 exists, etc.
- Demonstrated ability to negotiate complex real estate transactions, including the ability to review legal documents and negotiate terms to protect the agency's financial and business interests.
- Familiarity with housing compliance and regulatory requirements of various funding sources, real estate laws and procedures, land use and

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zoning restrictions, mortgage and construction finance, and property/asset management procedures.

- In-depth knowledge of Federal, State, and local housing and community development programs.
- Experience working with asset management and resident services programming preferred but not required.
- A demonstrated understanding of racial equity and racial justice work and how housing policies and practices have contributed to racial disparities.
- Personal commitment to equity, inclusion, and anti-oppression principles.
- The position requires strong attention to detail and collaboration with internal and external teams.
- Ability to work with a wide range of entities and people, including government agencies, neighborhood residents, and independent contractors.
- Excellent verbal, written, and interpersonal communication and organizational skills.

## ADDITIONAL REQUIREMENTS

- Possession of a valid driver's license, clean driving record, and reliable transportation required. Vehicle insurance coverage limits must be \$100,000 bodily injury liability for one person, \$300,000 bodily injury liability for all people in an accident, and \$100,000 property damage liability.
- As of December 15, 2021, OJF will require that all its employees be fully vaccinated against COVID-19 or have an approved medical or religious exception and accommodation plan as a minimum qualification for their position.

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## HOW TO APPLY

Nonprofit Professionals Now (NPN) is pleased to be working with Our Just Future on this key position. All applicants are asked to provide a resume and statement of interest to NPN to be considered.

All applications will be fully reviewed and considered. EEOC data will be voluntarily collected at the time of application to help us ensure that the recruitment includes a broad cross-section of our diverse communities.

**Application Deadline:** Open until filled.

**Application Portal:** <https://bit.ly/OJFhousing>