

Senior Affordable Multi-Family Real Estate Developer

The Senior Developer is responsible for the day-to-day development activities that result in the successful completion of new affordable multifamily housing projects and the preservation of existing affordable multifamily housing projects. The position works collaboratively with Property Management, Finance, Asset Management, and other Development staff to create successful outcomes as projects move through the Development process.

The Senior Developer should be able to carry out the responsibilities of a development project from project inception to permanent financing close out and have a significant understanding of all aspects of the development process, due to the additional years of experience and understanding that this position requires. The Senior Developer should also be able to make reasonable decisions to move a development project forward.

Essential Duties & Responsibilities

- Coordinate and communicate with all other divisions of CHP regarding affordable housing transactions and other company business and procedures
- Participate in the development and implementation of CHP's Strategic Plan
- Attend monthly Development Team Meetings and actively participate in reporting and discussions regarding projects
- Represent CHP before various agencies and lenders with whom we work or may work
- Initiate, coordinate, and manage short-term and long-term partnerships with other developers and lenders
- Represent CHP before local governments when required
- Attend agency-sponsored training events and travel, when necessary, to attend such functions
- Work with Development Team staff and CHP leadership to evaluate and pursue new opportunities for multifamily development
- Serve as a project manager in overseeing the successful development of assigned real estate projects
- Prepare cost and operating pro formas for potential acquisitions, rehabilitation, and new construction
- Prepare other documents as required for a variety of transactions and other purposes
- Review proposed legal documents for real estate and partnership closings and insure that closings occur on schedule
- Participate in conference calls and closing activities during project acquisition and equity and loan closings
- Engage third-party contractors and coordinate due diligence on properties
- Prepare and supervise preparation of applications for permanent and construction financing and tax credits
- Prepare applications for grants and loans under guidance of VP of Development
- Monitor spending and draws during construction/rehab period to insure compliance with established budgets; recommend change orders as needed during construction
- Ensure that all closeout procedures are completed to move the project to property management
- Possess/maintain a valid driver's license & driving record consistent with CHP insurability guidelines.
- Other duties as assigned by the Vice President consistent with the required skills and customary tasks of the position.

Knowledge, Skills, and Abilities

- Proficiency using Microsoft Office products including Excel, Word, PowerPoint, and Outlook.
- Knowledge and experience using affordable housing financing programs such as HOME, Low Income Housing Tax Credits, Federal and State Historic Tax Credits, bonds, Federal Home Loan Bank products, etc. and in developing successful funding applications.
- Ability to develop cost and operating proformas for affordable multifamily housing development.
- Ability to interpret and input numbers in complex budget spreadsheets, proof legal documents, and read/interpret large volumes of daily emails, etc.
- Ability to develop and maintain successful relationships with internal/external customers and partners
- Ability to work independently and/or with a team of housing professionals.
- Ability to speak Spanish or bilingual/multilingual skills a plus.

Education and/or Experience

- Bachelor's degree required; Master's degree preferred
- 10 years of progressively responsible experience in housing, finance, real estate, planning, or related field
- 7-10 years of independent project management

Working hours may vary with the project load, but customary business hours are Monday – Friday from 8:00 am- 5:00 pm, with a one-hour lunch break. Some overnight and frequent daytime travel is required, as well as occasional evening and weekend hours. The nature of duties requires a high degree of reliability, the ability to work independently in an effective manner, inspire trust, and maintain regular attendance. Travel is required throughout MD, VA, and NC.

This is a full-time position, 40 hours per week. CHP offers competitive compensation, paid leave, 12 paid holidays, and a robust benefits package with an emphasis on employee wellness. To learn more about CHP's employee benefits, please click this link www.communityhousingpartners.org/benefits.

Community Housing Partners (CHP) values the diversity of backgrounds, experiences, and perspectives among our employees, residents, and partners. We are dedicated to fostering a diverse and inclusive workplace that reflects the communities we serve and allows us to better serve our mission. CHP is committed to providing equal employment and advancement opportunity to all qualified persons regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or status as a disabled, other protected, recently separated, or Armed Forces Service Medal veteran. CHP is also committed to an equitable hiring process, and we will provide accommodations in all aspects of that process. If you require accommodation in completing this application, interviewing, or otherwise participating in the employee selection process, please direct your inquiries to [our recruiting team, at recruiting@chpc2.org](mailto:our_recruiting_team@chpc2.org) or (540) 299-5477 (phone), (877) 540-8049 (fax) or 711 (TTY/TDD).

NOTICE TO THIRD-PARTY AGENCIES

Please note that Community Housing Partners (CHP) does not accept unsolicited resumes from recruiters or employment agencies. In the absence of a signed Recruitment Fee Agreement, CHP will not consider or agree to payment of any referral compensation or recruiter fee. In the event a recruiter or agency

submits a resume or candidate without a previously signed agreement, CHP explicitly reserves the right to pursue and hire those candidate(s) without any financial obligation to the recruiter or agency. Any unsolicited resumes, including those submitted to hiring managers, are deemed to be the property of Community Housing Partners.

Community Housing Partners Corporation is an Equal Opportunity Employer.

Please apply on our website at [Senior Affordable Multi-Family Real Estate Developer](#).