



A voice and a hub for the Latino community
as we advocate on behalf of our people
and work to achieve social justice.

Job Description

Position Title:

Housing Development Associate

FLSA Status: FULL TIME, Exempt

Department:

Housing and Economic Development

Reports to: Associate Director

Pay Range: \$90,000-\$100,000 DOE

MISSION STATEMENT:

As an organization grounded in the Latino community of Washington State, it is the mission of El Centro de la Raza (The Center for People of All Races) to build the Beloved Community* through unifying all racial and economic sectors; to organize, empower, and defend the basic human rights of our most vulnerable and marginalized populations; and to bring critical consciousness, justice, dignity, and equity to all the peoples of the world.

JOB SUMMARY:

El Centro de la Raza seeks to hire a dedicated staff person with the technical ability to advance the growth we are experiencing and the opportunities that arise in the area of affordable housing development and planning. The Housing Development Associate will work with Executive Director, Associate Director, and Development partners who are contracted to work on El Centro's affordable housing development.

The Housing Development Associate will manage 3-5 affordable housing projects at a time, which will include funding application preparation and submission, loan closing assistance, feasibility research, and other general development tasks. Construction support includes working with our development consultant to track construction documents, costs, and other construction management tasks. The candidate will be trained to assist in the feasibility, financing and management of affordable housing development. In addition to the management of ECDLR-led affordable housing projects, the Housing Development Associate will support the development and start up of Early Childhood Centers (CDC's) in affordable housing development projects led by other development partners. The Housing Development Associate will also assist the Associate Director with management and asset management related functions of ECDLR's commercial and residential assets. Other responsibilities will be added as the position develops.

The ideal candidate has a strong work ethic, applicable educational and/or job experience, and an interest in serving low income and communities of color. They are detail-oriented and focused on team and client needs.

This job description is not designed to contain a comprehensive listing of all regular activities, duties or responsibilities that may be required. Duties, responsibilities and activities may change at any time with or without notice. Requires a 6 month evaluation period.

ESSENTIAL QUALIFICATIONS:

- Bachelor's degree or relevant work experience preferred.
- Familiarity with Finance or Real Estate concepts preferred.
- Ability to manage multiple projects and effectively communicate with internal and external partners
- Excellent written and oral communication skills and the ability to meet tight deadlines and prioritize workloads
- Strong organizational skills
- Self-motivated; able to work both independently and collaboratively
- Demonstrated ability to work as a member of a team in diverse settings
- Proficiency in MS Word, Excel and PowerPoint
- Commitment to the mission and goals of the organization

ESSENTIAL FUNCTIONS:

The Housing Development Associate will work with a team of experienced and expert affordable housing consultants who are charged with assisting working in support of El Centro de la Raza in its housing development projects. The Housing Development Associate is responsible for executing tasks related to all aspects of project development from planning, funding applications, design, loan closings, construction and asset management. This will involve a dynamic set of tasks related to the overall management of the project's schedule and budget throughout the project development cycle, during lease up, and into operations and asset management.

In general, the duties of the Housing Development Associate are expected to include the following:

Development, Design and Construction Management Tasks

- Coordinate all tasks related to feasibility of potential development projects, scheduling meetings and communications with potential partners and development consultants.
- Coordinate with consulting team to provide oversight of design and construction process
- Research and coordinate information required for design and construction-related documents, including permits and utility applications
- Assist in architect and contractor selection
- Assist in review of monthly pay requests
- Participate in regular planning, design, construction and development related meetings as needed to help ensure flow of communication throughout the design, construction, lease up, and operational process.
- Attend on-site meetings and site walks to provide owner oversight and insight into development progress.
- Oversee task management related to all elements of project feasibility and development.
- Manage request for information, documentation and responses from ECDLR for Development Consultants and contractors
- Prepare and share presentations on affordable housing projects to community organizations, city governments, and the broader community.
- Communicate project status directly to Executive Director and Associate Director.

Support Development of Child Development Centers (CDC's) in Affordable Housing Development Projects

- Coordinate with development partner(s) and project development team to provide oversight of design and construction process of CDC's.
- Participate in regular planning, design, construction and development related meetings as needed to help ensure flow of communication throughout the design, construction, licensing, and operational process for CDC's.
- Attend on-site meetings and site walks to provide CDC oversight and insight into development progress.
- Work with ECDLR Leadership to establish goals, timelines and task related to CDC's as part of developments
- Create work plans to manage tasks and timelines related to CDC's
- Coordinate necessary communication with State Department of Early Learning, contractors, architects, funders, El Centro Leadership, and other related parties
- Assist with funding applications, provides necessary support documentation, and budgets to funders and funding partners related to CDC's
- Carry out necessary tasks during construction to insure delivery of quality CDC's
- Communicate project status directly to Executive Director and Associate Director.

Support External and Internal Development

- Manage marketing tasks, such as copywriting and design layouts for a wide range of materials: proposal submissions to potential clients, website copy, project info sheets, PowerPoint presentations, event invitations, etc.
- Assist with industry outreach and contact management
- Support team development activities to improve El Centro de la Raza's performance and environment
- Understand and support El Centro's mission, goals, and values
- Show willingness to take on additional projects and tasks as needed

Asset Management Tasks

- Tracking Life Stages of Properties including Capital Needs Assessments
- Monitoring and tracking revenue and expenditures of properties.
- Tracking financial measurements including Operating and Capital Set Aside balances and projections.
- Drafting, executing and monitoring Commercial Lease Contracts as well as tracking lease payments to the organization on dashboard tools.
- Communicating with Commercial Lease tenants regarding leases and property management issues.
- Coordinate visits to commercial and residential properties by external entities.
- Preparing applications to funding sources to support capital improvements or additions at residential properties.
- Working to create and update Property Deal Books.
- Performs other related duties as assigned by the Associate Director.
- Carry out 15 year proforma projections related to LIHTC properties, and ownership transfer.

Feasibility and Funding Tasks

- Maintain open and positive relationships with public funders, investors, and financial institutions
- Work with consultant to identify appropriate funding and subsidy sources for each development project
- Work with consultant to understand loan terms, contracts, and other documents
- Assist in preparation of clear and effective public and private funding applications
- Assist in negotiating funding documents with various funding sources and LIHTC investors

Other Project Tasks

- Complete necessary internal reports and reports to funders
- Assist in assembling funding applications to public and private funders
- Provide research and support to developers for realistic development and operating budgets
- Manage due diligence related to financial closings, including assembling materials for funders, tracking workflow and tasks, and following up on deadlines with multiple parties
- Maintain and update electronic project files throughout project duration
- Oversee project close-out including cost certification process and required funder documentation.
- Attend outside of work hour events associated with ECDLR-led projects or partner development projects when needed.

SKILLS/TECHNICAL KNOWLEDGE:

- Computer proficiency, including Microsoft Office Suite including Excel
- Valid driver's license and proof of insurance required
- Ability to track and complete multiple tasks and projects.
- Bilingual English/Spanish Preferred

WORKING CONDITIONS:

Works in a general office environment and a classroom environment at EL Centro de la Raza. Works a minimum of 40 hours per week. May require a flexible schedule.

- Remote/Hybrid work eligible:
- El Centro reserves the right to change any or all conditions under which this position is permitted to work remotely or withdraw permission to work remotely with or without advance notice.

PHYSICAL REQUIREMENTS:

- Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or continuous basis
- Ability to grasp, push, pull objects such as files, file cabinet drawers, and reach overhead
- Ability to operate telephone, desktop or laptop computer
- Ability to lift up to 25 lbs.

Equal Employment Opportunity and Accommodation Statement:

El Centro de la Raza provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment in order to meet the requirements of the position. El Centro de la Raza will attempt to satisfy requests as long as the accommodation needed is a reasonable and no undue hardship would result.

COVID-19 VACCINATION REQUIREMENT:

All El Centro de la Raza employees are required to be fully vaccinated against Covid-19. Please bring your vaccination records on your first day. Failure to submit proof of vaccination will result in withdrawal of the job offer.

El Centro de la Raza Will consider requests for reasonable accommodation based upon disability or religious belief. Please contact HR@elcentrodelaraza.org for the appropriate application forms.

El Centro de la Raza offers the following benefits to full-time:

- Medical and Dental Insurance with competitive employee and family rates.
- Basic Life insurance provided at no cost to employee; option to buy up for additional coverage.
- 401(k) plan with 5% employer contribution; eligible to participants after six months of employment; eligible for employer contribution after first year of employment with El Centro.
- 12 days of sick/safe pay time each calendar year (accrued by pay period); Eligible to take accrued leave after 90 days of employment.
- 15 days of vacation accrued by pay period; start accruing upon hire; eligible to take after 6 months of employment plus a floating holiday and birthday off.
- 9 days of paid holidays have been established by El Centro de la Raza + 5 days paid time off during the last week of December.
- Employment Assistant Program for all employees our EAP offers help with mental health, stress, grief and loss, illness or trauma, relationship conflicts, financial guidance, life adjustments, and more.

Please Contact:

To apply for this job please send your resume, cover letter and our employment application to:
Miguel Maestas Associate Director, mmaestas@elcentrodelaraza.org, and HR@elcentrodelaraza.org

Please go to the El Centro de la Raza website to download a copy of our [Employment Application](#).