



**MISSION
HOUSING**
DEVELOPMENT
CORPORATION

Job Description: Associate Project Developer

Job Title: Associate Project Developer
Department: Housing Development
Location: San Francisco - Main Office; Hybrid
Reports to: Director, Housing Development & Construction
Job Status: Full-Time/Exempt
Compensation: \$74,000.00 to \$80,000.00 annually D.O.E.; medical, dental, vision & retirement plan
To Apply: Send cover letter and resume to hr@missionhousing.org

NOTE: Vaccination against COVID-19 is not a requirement of the job, but it is optional and strongly recommended.

About Mission Housing:

Mission Housing develops high-quality, well-managed, affordable, sustainable communities that promote the self-sufficiency of low- and moderate- income families, seniors, and persons with diverse needs and offers technical assistance to service providers that meets the needs of special populations with a comprehensive vision of community. Mission Housing owns approximately 44 affordable housing buildings serving over 3,300 families and individuals with diverse ethnic and cultural backgrounds in San Francisco's Mission District.

Summary:

The Associate Project Developer supports the Housing Development Department with all aspects of the development process from site acquisition and project feasibility/conception through construction completion and lease-up for multiple projects. As part of the development process, the Associate Project Developer will also assist in community outreach efforts as well as help to coordinate the work of an external team of consultants, architects and contractors, and an internal team of Mission Housing departments including accounting, property and asset management, and resident services.

Essential Functions:

Under minimal supervision, responsibilities will include but not be limited to:

- Assist team in daily operation of affordable housing development program.
- Identify and model feasibility of new construction, acquisition, or portfolio restructuring projects.
- Maintain project proformas and projections.

- Research, prepare, and analyze development and operating budgets.
- Track project budgets and make payments to consultants and vendors for expenses.
- Solicit bids from consultants and contractors, evaluate proposals, coordinate selection of design team, and negotiate contract terms and price
- Produce and manage project schedules.
- Engage with and direct the work of consultants including architects, contractors, and attorneys.
- Assist with necessary applications to local, state, and federal agencies for grants and/or financing.
- Assist Housing Development Staff in the execution of real estate transactions, including property acquisitions, construction and permanent loan closing, and tax credit syndications.
- Assist in the preparation of funding applications for private, local, state and federal funding including tax credits and tax-exempt bonds.
- Coordinate with co-workers and external entities on the implementation of outreach programs to obtain required entitlement and design approvals and build public support for proposed
- Review and interpret loan documents and regulatory agreements for ongoing obligations.
- Coordinate, attend, and facilitate project-related meetings as necessary.
- Coordinate with local community groups as needed during planning, development of projects.
- Assist Housing Development staff in the pursuit of regulatory approvals from various local, state and federal public agencies.
- Represent the agency to the public.
- Maintain project documents and files, and other administrative duties.
- Prepare and submit draw request packages to project funders.
- Perform other duties as considered appropriate and consistent with the mission of the agency, including working at occasional (and fun) community-building activities, programs and events, as needed, during business hours or on weekends.

Required Skills and Qualifications:

- Demonstrated commitment to our agency's Mission Statement.
- 1-2 years in housing development, preferably with a non-profit housing organization.
- Knowledge of non-profit housing development issues, and procedures including working with tax credits and other local, state, and federal sources of financing for affordable housing.
- Knowledge in construction/rehabilitation management.
- Ability to prepare and analyze financial documents.
- Proven verbal, written, and interpersonal communication skills.
- Detail-oriented, highly organized, able to manage and prioritize tasks toward a long-term project goal.
- Ability to manage multiple projects and to work independently while also maintain communication with other departments.
- Strong sense of self-direction, resourcefulness, and problem-solving skills.

- Ability to develop and maintain business systems such as filing and document management.
- Strong computer skills.

Preferred Skills and Qualifications:

- Familiarity with affordable housing, public policy, community organizations, and social issues that are relevant in the City of San Francisco.

Education:

- Bachelor’s degree in real estate, finance, urban planning, business, political science, or related field

Physical Demands:

While performing the duties of this job, the employee is regularly required to sit; move from one location to another; reach; communicate to various individuals; occasionally climb and stoop, kneel, crouch, or crawl; occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Job Description Revision:

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with this job. While this job description is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change.

Mission Housing is an equal opportunity employer and does not discriminate against any employee or applicant for employment because of race, color, ethnic background, religion, sex, sexual orientation, age, national origin or disabilities. Please let us know if you need any special accommodations. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

Mission Housing is a drug-free work place as required by the “Drug-Free Workplace Act of 1988.”

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