



Job Posting

Senior Project Manager – Affordable Housing, Community Facilities, Special Projects

Worksite Location: Warrenton, OR

Work Schedule: Full time at 40 hours per week

Pay: Salary Range: \$80,000-\$110,000. Depends on experience.

Reports to: Executive Director

Application Deadline: Open until filled

About Northwest Oregon Housing Authority

The Northwest Oregon Housing Authority (NOHA) is the housing authority for Columbia, Clatsop and Tillamook Counties. We are located at the picturesque Oregon North Coast! Our mission-driven team is impassioned by the critical housing work that we do. Our small but mighty team show up to be of service, committed to helping and supporting those with limited financial means. In addition to administering 1,224 Housing Choice Vouchers, NOHA owns or has a partnership interest in more than 700 units in 15 apartments across the three counties. We currently have one 50-unit affordable housing development under construction and several projects in our development pipeline.

Who are we looking for?

We are looking for a caring, seasoned professional with proven experience and deep expertise in affordable housing finance and development. The selected candidate will have impeccable integrity, extreme attention to detail in proforma construction, a relentless drive to develop and rehabilitate affordable housing and community facilities, and a willingness to tackle whatever special projects that come their way. Many generations of people that live at NOHA's new construction and rehabilitated projects depend on the work of our incoming Senior Project Manager! Imaginative and entrepreneurial, the ideal candidate is a self-starter who can get deals done, experiment with new housing and community facilities funding models, and provide great project management expertise in all aspects of our work.

Job Functions:

Mission-Driven Real Estate Development

- Construct meticulous development proformas
- Apply for project financing
- Complete finance closings
- Secure sites through RFPs and networking
- Navigate financing constraints with external support (LIHTC rules, funder concerns, etc)
- Shepherd selection process for private funders and development team members
- Obtain market studies, environmental studies, and appraisals
- Hit major project deadlines
- Maintain strong pipeline of developments
- Research our region's affordable housing and community facility needs
- Incorporate a public health lens in the inception of NOHA developments
- Serve as owner's representative from predevelopment through stabilization
- Provide timely funder and stakeholder reporting
- Apply for energy efficiency resources
- Bring NOHA development standard operating procedures to fruition

Asset Project Management Support

- Collaborate with the Finance Manager to strengthen real estate portfolio
- Complete abstracts to effect smooth asset management handoff
- Lead ongoing capital planning, budgeting, and improvement projects

Policy and Networking

- Actively engage in affordable housing development policy discussions at all levels
- Foster and maintain key professional partnerships

Special Projects

- Assist with Project-Based Voucher RFP
- Assist with organizational wellness initiatives

Other Duties as Assigned

- Other duties as assigned by Executive Director.

Skills and Competencies:

- Demonstrated knowledge of all phases of real estate development through completion of multiple affordable housing development projects
- Ability to effectively coordinate and communicate with development teams that include other NOHA employees, consultants, architects, engineers, builders, public and private sources of financing, and local and state government officials.
- Excellent organizational skills with an ability to comprehend and efficiently manage complex processes and documents such as engineering plans, legal, architectural drawings, codes, surveys, appraisals, and more.
- Knowledge of typical development, construction, and operating costs for multifamily rental properties, affordable homeownership development, and/or community facilities.
- Demonstrated knowledge of principles and practices of project and risk management.
- Strong communication skills, both verbal and written. Ability to communicate clearly, convincingly, and diplomatically with staff, project partners, and community members.
- Work cross-functionally with internal teams
- Proficiency in Microsoft Office suite, Adobe, Zoom and other office technology.

Education and Experience:

- Four years of work experience in multifamily affordable housing development, either new construction or rehabilitation.
- Experience with common funding sources of affordable housing, including HUD, LIHTC, LIFT, HOME, USDA Rural Development, CDBG, Housing Trust Fund, or
- Bachelor's degree or Master's degree and three years of related work experience.

Benefits:

- Generous paid time off
- Excellent Medical, Dental, Vision, Life and Long-term disability coverage
- 457 deferred compensation plan
- Training Opportunities
- Employee Assistance Program
- Flexible work schedule to encourage work-life balance
- As a public employer, our team members are eligible for Public Service Loan Forgiveness

Interested?

To apply, submit cover letter and resume on Indeed at:

<https://www.indeed.com/job/senior-project-manager-affordable-housing-community-facilities-special-projects-6aa0358184d3748e>

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

We are an Equal Opportunity Employer. All qualified persons are encouraged to apply. Applications for employment will be considered without regard to race, color, national or ethnic origin, religion, gender, gender identity, sexual orientation, marital status, age, disability and any other characteristics protected by applicable law. We appreciate differences and create opportunities for our team to interact with people who do not look like, talk like, think like, believe like, act like or live like they do. Studies have shown that women and people of color are less likely to apply for jobs unless they meet every one of the qualifications listed. We are seeking the best candidate for the position and that candidate may be one who comes from a less traditional background. If you meet key qualifications for the job and believe you would be the best fit we encourage you to apply. If you are unsure whether you meet the qualifications of this position, please feel free to contact us.