



Job Description Housing Developer – California Region

Beacon Development, part of the HumanGood family, offers competitive pay and phenomenal benefits. Eligible positions start earning 19 paid days off, plus eight holidays, a company-matching 401(k) and health plans that give you cash to use for those unexpected health issues. Come see what HumanGood, the largest nonprofit owner/operator of senior living communities in California, and one of the largest of its kind in the nation, has to offer.

GENERAL STATEMENT OF POSITION

The Housing Developer works with a team of staff to develop multiple affordable housing projects. Under the supervision of a Development Director, the Housing Developer's work includes feasibility, pre-development review, and arranging financing from public and private sources for all phases of the development. Projects include both new and rehabilitated housing. This position is responsible for supporting all aspects of project development from planning to closeout. The scope of this position's responsibility may include the following: assessment of community needs; identification and acquisition of appropriate sites; formulation of feasible housing proposals, including development and operating budgets and project schedules; assisting the sponsor in conducting community notification; preparation and review of funding applications; and coordination of internal members of the project development teams and external consultants.

POSITION CLASSIFICATION AND LOCATION

Business Title: Housing Developer

FLSA Classification: exempt

Job Category: Regular, Full-Time

Location: Pleasanton, CA

Travel: Occasional travel, primarily within California and Washington

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not exclusive or all-inclusive. Other duties may be required and assigned.

Work Duties

1. Feasibility Analysis

- a) Researches and develops information required for project concept development;
- b) Researches and develops realistic project capital and operating budgets;
- c) Provides research and due diligence on funding sources and site acquisition.
- d) Prepares pro-formas, schedules and budgets after preliminary review which includes rents, operating expenses, construction budget, financing costs and other development costs to determine project feasibility.

2. Funding Source Development

- a) Maintains open and positive relationships with, public funders, investors and financial institutions;
- b) Works with sponsors to understand loan, contract and other documents;
- c) Identifies appropriate funding and subsidy sources for each development project;
- d) Prepares clear and effective private and public funding applications including 9% and 4% low income housing tax credit applications; tax exempt bond applications;
- e) Negotiates funding documents with various funding sources and private investors.
- f) Performs necessary due diligence including: verify zoning, site documentation, fees, city procedures, utility availability, title reports, obtaining permits and contract agreements

3. Project Design and Construction Management

- a) Manages acquisition of properties from purchase and sale agreement to closing and escrow;
- b) Manages design process with clients and architects including securing all land use and building permits;
- c) Participates in construction contracting and pricing/bidding process with help from construction manager;
- d) Processes and maintains accurate and functional filing system for all construction process documents including draws, change orders, meeting minutes, etc;
- e) Participates in regular construction meetings, ensures flow of communication throughout construction process, and facilitates draws from public and private sources of financing;

4. Project Close-out

- a) Completes appropriate reports to all funders;
- b) Facilitates completion of necessary cost certifications with accountants and consultants;
- c) Completes archiving of project files;
- d) Finalizes transition of all files and other materials to the client and/or management agent.

5. External and Internal Development

- a) Supports team developed activities to improve Beacon Development Group performance and environment;
- b) Represents Beacon on external committees and boards.

Mission Essential

- Display behavior that supports the HumanGood Company mission, vision and values.
- Understand and adhere to company, community and department programs, policies and procedures.
- Demonstrate behavior that supports the HumanGood Company Advantage Pillars of Service.
- Communicate effectively to perform the essential functions of the job.

MINIMUM REQUIREMENTS:

Education BA degree in economics, finance, public administration, real estate development, business, or related field;

Experience/Training 2 years' experience in affordable housing; 1 year project management

- Demonstrated ability working as a team member;
- Proficient in MS Word and Excel;
- Excellent oral and written communications skills;
- Experience working in diverse groups;

Certificates, Licenses, Registrations – Valid CA Driver's License and willingness to travel;

Qualified candidates can apply at the following link to our applicant portal website:

<https://abhow.taleo.net/careersection/1/jobdetail.ftl?job=190H6&tz=GMT-07%3A00>

Or visit our website: *Humangood.org>About>Careers*

BEACON DEVELOPMENT GROUP, LLC is an Equal Opportunity Employer. Complying with the Americans With Disabilities Act, BEACON DEVELOPMENT GROUP, LLC will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective team members and incumbents to discuss potential accommodations with BEACON DEVELOPMENT GROUP, LLC.