

Job Description: Housing Development Associate/Asset Manager (HDA/AM)

Status: Part-time/Exempt

Reports to: Senior Pastor & Trustee Chairman

Salary Range: \$30-\$35/hour DOE

Background: Shiloh Baptist Church was established in 1953 in the Hilltop neighborhood of Tacoma. We are rooted in and committed to helping those less fortunate. Shiloh has twenty (20) active ministries. From its inception, Shiloh has been involved with housing low-income people. Through its nonprofit affiliate, New Life House, Shiloh is expanding its affordable housing efforts and is constructing its first low-income housing tax credit project which will house 60 low income households. We hope to expand this work with other multifamily developments as opportunities present themselves. This position will be an employee of New Life Housing.

Job Summary: New Life Housing seeks to hire a dedicated staff person with the technical ability to support our current housing, look for new development opportunities and oversee property operations and compliance. This individual will work with and be supported by development partners and consultants who are contracted to lead the affordable housing development.

The HDA/AM will support 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. Other responsibilities will be added as the position develops.

This person will also work with the property management team and oversee property occupancy, financials and compliance with all funder requirements.

The ideal candidate has a strong work ethic, applicable educational and/or job experience, and an interest in serving low-income households. 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
- Familiarity with Finance or Real Estate concepts
- 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
- Ability to follow through and deliver work assignments on time.
- Conscientious to work details.

ESSENTIAL FUNCTIONS:

The HDA/AM will work with a team of experienced and expert affordable housing consultants who are charged to assist Shiloh Baptist Church with its housing development projects. This individual 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.

In general, the duties of the Housing Development Associate/Asset Manager 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.
- Oversee task management related to all elements of project feasibility and development.
- Manage requests for information, documentation and responses from Shiloh Baptist Church for Development Consultants and Contractors.

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 private and public 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 consultants 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.
- Assist with project close-out including cost certification process and required funder documentation.

Asset Management Tasks

- Oversee the work of third-party property managers.
- Tracking Life Stages of Properties including Capital Needs Assessments.
- Monitoring and tracking revenue and expenditures of properties. Analyze budgets against projections, benchmarks and goals to ensure properties are meeting affordability, operating expense per unit, reserve funding and cash distribution goals as required under all agreements or regulations.
- Monitor properties to ensure that operating expenses are in-line with budget and variance explanations meet investor/lender requirements. Provide monthly updates to communicate issues and concerns.
- Ensure replacement and operating reserve accounts are funded at required levels.
- Tracking financial measurements including Operating and Capital Set Aside balances and projections. Prepare, submit and track all replacement reserve draw requests.

- Review and analyze monthly/quarterly financial reporting information due to investors/lenders and ensure reports are submitted by required deadlines. Ensure annual welfare tax/property tax exemptions and annual resident income certifications as needed.
- Manage and maintain effective relationships with government regulator groups, public funders and private investors.
- Prepare Quarterly Reports concerning occupancy, Financials, expenses which will be given to Shiloh property management team.

WORKING CONDITIONS:

Works in a general office environment. Works a minimum of 20 hours per week. May require a flexible schedule.

- Hybrid work eligible.
- When not onsite administrative work takes place at home.
- Will be provided a space within the church to perform all administrative duties.
- New Life Housing will provide a laptop, that must be returned if terminated or in the event employment ends with the Shiloh Baptist Church.
- New Life Housing will provide a secure file cabinet to store all job-related documents.
- New Life Housing 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.

Equal Employment Opportunity and Accommodation Statement:

We are committed to providing a work environment that is free from discrimination. New Life Housing prohibits discrimination in employment against any employee or job applicant because of that person's race, color, sex, national origin, disability, age, or any other legally protected status. If you believe that you or someone else has been subject to discrimination prohibited by this Policy, you immediately should report this to the Pastor or your supervisor. Anyone engaging in unlawful discrimination may be subject to discipline up to and including termination. As a religious institution, Shiloh Baptist Church is permitted and reserves the right to prefer employees or prospective employees on the basis of religion.

Consistent with the Americans with Disabilities Act (ADA) and Washington State civil rights law it is the policy of New Life Housing to provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause an undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process. If reasonable accommodation is needed, please contact Pastor Chavis Young, 253-272-4949.

Covide-19 Vaccination Requirement:

As we navigate the changing public health circumstances, please know that we are proactively addressing concerns surrounding Coronavirus (COVID-19). The health and safety of our employees and partners is our top priority, and we have taken precautionary steps to reduce the spread of illness in our workplace. New Life Housing will utilize resources published by the Center for Disease Control (CDC) and Occupational Safety and Health Administration (OSHA) as we continue all services while serving our partners. Although being vaccinated isn't required, we strongly encourage employees to be fully vaccinated for protection of themselves and other employees.

Benefits:Sick Leave:

Full-time employees earn eight hours of sick leave per month.

Part-time employees earn one hour of paid sick leave for every 40 hours worked.

Bereavement Leave:

Most employees whose family member or household member dies, are entitled to three (3) days of paid bereavement leave. In addition, the employer may approve other available leave types for the purpose of bereavement leave.

Holidays:

Full-time and part-time employees are entitled to paid holidays.

Vacation:

We will provide 10 days of paid vacation per year.

Submittal:

Please send your resume and any questions to Roberta Schur at Roberta.Schur@beacondevgroup.com.

Resumes received by April 30, 2024, will receive priority for interview selection.