



## **Real Estate Developer Job Description May 2016**

This full-time, exempt position is responsible for developing affordable housing and mixed-use projects that benefit outer southeast Portland neighborhoods. The Developer must be entrepreneurial, and bring to the job an educational and professional background in real estate. The Executive Director supervises the position.

### **Responsibilities:**

1. Direct affordable housing and mixed-use development projects from inception to completion, on time and on budget.
2. Locate and analyze feasibility of development sites.
3. Prepare financial proformas and assess project financial feasibility.
4. Obtain project financing including grants, loans, tax credits and other subsidies.
5. Assemble and manage project development teams including architects, contractors, consultants and volunteers.
6. Act as owner's representative during the course of construction projects. Obtain bids for professional services, enter into contracts and supervise performance of project partners.
7. Manage finance and construction projects related to capital needs of ROSE's real estate portfolio.
8. Manage community input and land use review processes.
9. Produce reports required by funders and investors.
10. Represent ROSE and the nonprofit community development profession in a variety of contexts including presentations to neighborhoods groups, advocacy with public agencies and elected officials and other professional settings.
11. Contribute to ROSE staff and management teams.
12. Work with the ROSE Real Estate Committee and Board of Directors to support organizational decision-making.
13. Other duties as assigned.

### **Job Requirements:**

- a. Position requires a Bachelor's Degree, preferably in real estate, finance or other related field.
- b. Employee must be able to handle stressful situations and interact professionally with other staff members, contractors and volunteers.
- c. Minimum three years' experience in development, real estate or finance, preferably with relevant affordable housing experience.

- d. Good driving record, reliable transportation and a valid driver's license required. Frequent travel within the Portland Metro area can be expected.
- e. Ability to access remote jobsites and spend long hours on your feet.
- f. Normal work day is 8:00 AM to 5:00 PM, Monday through Friday; some evening and weekend work required.
- g. Ability to prepare competitive funding applications.
- h. Understanding of contract delivery systems and contract types.
- i. Ability to evaluate risk and develop risk management plans for projects.
- j. Excellent computer skills including advanced proficiency in Excel and on-line research.

**Compensation:**

Salary range is from \$50,000 - \$70,000 per year, depending on experience. Benefits include medical, dental and life insurance; paid vacation and holidays.

**About ROSE:**

ROSE Community Development is a nonprofit social enterprise that has generated comprehensive community development solutions for outer southeast Portland neighborhoods since 1992. ROSE programs include development of affordable rental and ownership housing; resident assets; child development and youth programs.

ROSE is an equal opportunity employer and does not discriminate in hiring or provision of services based on race, color, gender, religion, national origin, age, disability, marital status, sexual preference or any other status protected by law.

**To apply:**

Submit a resume, employment application with three professional references and answers to essay questions to: [info@rosecdc.org](mailto:info@rosecdc.org). No phone calls, please.

Applications close on Monday, June 20 at 5:00 pm. The position will remain open until filled.

ROSE Community Development  
Real Estate Developer Application Questions  
May 31, 2016

Please answer the following questions, limiting your answer to one page per question.

1. Most observers believe that Portland is in the midst of an affordable housing crisis.  
What is causing the crisis? What can a nonprofit housing organization do about it?
2. Describe your education and/or experience in real estate.