



Director of Community Development & Housing

Housing Development
Full-Time (40/hrs/week); Exempt
Reports to: Executive Director

AGENCY OVERVIEW:

Through the principles of Catholic Social Teaching, Catholic Charities of Oregon achieves lasting solutions to poverty and injustice by partnering with clients to meet their economic and educational goals, and to support their physical and social well-being. Catholic Charities is the official domestic relief agency of the Archdiocese of Portland in Oregon.

POSITION SUMMARY:

The Director of Community Development and Housing (CD/H) is a senior leadership position within Catholic Charities; charged with the planning, resource development, implementation, evaluation, and oversight of housing development, asset management, and community development activities – for the use and benefit of lower income people. The Director of CD/H supervises the Asset Manager, Project Manager, and various development consultants including architecture and engineering firms, general contractors, financial consultants, construction consultants, and attorneys. This position works closely with other Catholic Charities Directors and Managers and members of the Catholic Charities Development (fund raising) team, and with external partners across Oregon.

We are looking for a visionary leader who can continue the rapid development of solutions to meet the ongoing housing crisis in our community. In addition to traditional affordable housing, we need a leader who wants to create new transitional and permanent housing opportunities through co-housing, shared housing, pod villages, master leases, parish, and faith-based partnerships, etc.

The Director of CD/H will work closely with the Director of Homeless & Housing Services, a new position at Catholic Charities, to ensure collaboration and coordination between the development, construction and ongoing operation of real estate assets and the planning, funding, and programming of housing services.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Identify potential affordable housing development opportunities, prepare presentations, materials and recommendations for the Executive Director, Housing Committee and Board of Directors; regularly report on development process and progress.
- Oversees the full project life cycle from predevelopment through post-construction.
- Project feasibility and assessments; physical/financial/social analysis.
- Property acquisition and financing, including pre-development.
- Project capitalization plans and operating budget projections.
- Applications for funding and subsidies.
- Hiring and overseeing development team partners/consultants.
- Project fund source compliance.
- Monitoring ongoing project costs and budgets.
- Managing city and neighborhood engagement.
- Resident services assessment and planning.
- Certification of occupancy and lease-up.

- Entity approvals and sponsorship documentation.
- Solicitation and selection of investment partners.
- Develop and maintain project pipeline and development budgets, departmental operating budgets.

Community Development:

- Work closely with neighborhoods, parishes, affordable housing communities, faith communities, etc. to help them come together to take collective action and generate positive solutions to common problems associated with homelessness and housing instability.
- Provide leadership across the organization to create and implement new Community Development initiatives, such as villages and alternative shelter opportunities, group living, co-housing, etc. that provide individuals safety and security, and opportunities to attain stable affordable housing.

Administration and Planning:

- Work with the Executive Director, Housing Committee, and Board of Directors to define strategic affordable housing and community development opportunities and initiatives.
- Complete or cause to be completed administrative activities related to housing development entities, Caritas Housing Initiatives LLC, and Caritas Community Housing Corporation (known collectively as Caritas Housing), and all other single asset and partnership corporations.
- Maintain or cause to maintain all DUNS, SAM, tax ID numbers, HUD LOCCS, Grant Solutions, EIV systems, etc. current and active.
- Participate in the Catholic Charities Management Team(s) to help guide the growth and administration of the organization.
- Support and assist the CFO, as needed, to complete financial reporting and audit requirements
- Facilitate and staff the Board of Director's Housing Committee.
- Oversee the day-to-day operation of the CD/H of Catholic Charities, including hiring and supervising staff as may be required.
- Maintain and build positive relations with grantors, lenders, and investors to expand financial resources available for housing related activities.
- Participate in community-based activities and work groups to obtain updated information on housing policy issues and opportunities for activities.
- Participate in trainings and coordination meetings as requested by Supervisor.
- Adherence to Catholic Charities policies and procedures.
- Perform other duties and responsibilities as assigned.

QUALIFICATIONS:

- Bachelor's degree required. Master's degree in Urban Planning, Public Administration, Architecture, Business, or equivalent lived and or worked experience required.
- Eight years of experience in housing development, preferably in a non-profit setting with experience in developing affordable housing using LIHTC, HOME and other typical fund sources.
- Extensive knowledge of housing and community development funding opportunities, challenges, and processes.
- Experience in asset management, including facility management and risk management, as well as tenant education and management.
- Minimum five years of experience managing the work of others, including staff or consultants.
- Demonstrated competency in preparing and administering annual budgets.
- Demonstrated experience as an effective leader.
- Excellent proficiency in programs of Microsoft Office.

- Demonstrate judgment and discretion in dealing with confidential matters.
- Commitment to Catholic Charities mission to work in partnership with vulnerable populations to achieve lasting solutions to poverty and injustice.
- Must be able to organize and prioritize work, be proactive, take initiative, follow through, and simultaneously manage multiple priorities to ensure goals are met in a timely manner. High attention to detail required.
- Excellent written and oral communication skills.
- Willingness to learn new skills and take on new responsibilities.
- Strong analytical and strategic problem-solving skills.
- Ability to work well in team setting, as well as independently; be flexible and adapt well to different dynamics in a fast-paced work environment.
- Ability to support organizational and program specific mission and goals.
- Ability up to lift 40 pounds.
- Travel between sites in Portland required. Must have driver's license, access to vehicle and ability to obtain automobile insurance at levels required by agency (100/300/100).
- Satisfactory results from criminal, civil and/or motor vehicle background check required.

COMPENSATION: Compensation is commensurate with skills and experience. Competitive benefits package, including: 100% employer paid health insurance (employee portion), disability, life insurance, paid time off, 12 paid holidays, retirement plan, free parking and more.

TO APPLY: Submit your application, resume, and cover letter at <https://catholiccharitiesoregon.applicantpro.com/jobs/>.

EQUAL OPPORTUNITY EMPLOYER/VETERANS/DISABLED

Per several federal, state, and local COVID mandates that apply to Catholic Charities, all employees are required to confirm they are fully vaccinated, or in the process of receiving the COVID-19 vaccination.

Employees can submit the Oregon Health Authority (OHA) exception form for medical or religious accommodation. COVID-19 testing in lieu of being vaccinated or having an approved medical or religious exception is not an option.