*Rural Community Assistance Corporation*

**Job Description**

***Project Developer***

**Classification:** *Grade E* **Department:** *Housing Programs*

**Status:** *Exempt* **Supervisor:** *Senior Project Developer*

**Organization**

Founded in 1978, RCAC is a 501(c)(3) nonprofit that provides training, technical and financial resources and advocacy so low-income rural communities can achieve their goals and visions. Our dedicated staff and active board work to make our vision of vibrant, healthy and enduring rural communities a reality across the West.

**Housing Programs**

The Housing Department provides technical support to local organizations working in a variety of housing programs. The Development Solutions program works with local organizations to develop and manage rental housing and build partners’ capacity. The Homeownership Solutions program supports a network of approximately 50 self-help housing agencies. The Housing Counseling program is a HUD intermediary for 20 groups and also provides training for housing counseling.

**Position Description**

The Project Developer in the Development Solutions program will work with local partners to build housing in rural communities and will increase rural organizations’ housing development capacity.

**Specific job goals, objectives and tasks are established for each employee as part of the annual evaluation and work plan process.** **Duties and responsibilities include but are not limited to:**

* Assist the Senior Project Developer and local partners in the development of affordable housing projects, including site assessments, to secure entitlements and satisfy environmental concerns; develop project pro forma; evaluate development alternatives; participate in consultant and contractor selection, construction and post-construction tasks and assignments
* Assist local partners to identify funding sources and prepare applications
* Perform preliminary feasibility analyses of potential projects
* Maintain project pro forma that reflect current financing sources and up-to-date cost assumptions
* Provide housing-related training and capacity building to local nonprofit organizations, housing authorities, tribal organizations, local governments, and/or other local organizations
* All other duties as assigned

**Skills and Qualifications**

Qualified candidates will possess the following skills:

* Multiple skill set in affordable housing development (construction, finance, and/or real estate)
* Strong ability to focus on project details
* Strong ability to meet deadlines and manage multiple priorities
* Ability to exercise sound judgement both in independent and collaborative decision making
* Excellent verbal and communication skills
* Proficiency in computer software including Microsoft Office and complex Excel spreadsheets

A combination of experience and education is necessary to qualify for the position. A typical qualifying combination may include:

Preferred Experience:

Three years of experience in the field of affordable housing development (rental housing preferred) and/or affordable housing finance.

Preferred Education:

Bachelor's degree (additional qualifying experience may be substituted).

**Physical Job Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable persons with disabilities to perform the essential functions.

Work performed in an office requires ability to operate computers and various pieces of office equipment, including telephone. Use may be moderate (average two hours per day) to heavy (four or more hours per day).

While performing the duties of this position, the employee is frequently required to stand and/or sit for prolonged periods of time; walk; talk; hear; handle; feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl.

The employee may occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

This position also requires moderate (up to two days per month) to heavy (up to 10 days per month) automobile and airline travel, including overnight travel.

**Special Requirements:**

Possession of a valid drivers' license and proof of insurance that meets the minimum requirements of RCAC’s corporate liability policy will be required when traveling for business purposes.