



### Job Description – Affordable Housing Development Consultant

<b>Job Title</b>	Affordable Housing Development Consultant	<b>Department:</b>	Housing Development
<b>Reports To</b>	EXECUTIVE DIRECTOR	<b>Compensation Range:</b>	\$87.00/HOUR
<b>FLSA</b>	INDEPENDENT CONTRACTOR	<b>Revision Date:</b>	07/18/2025

#### ABOUT PCRI

Portland Community Reinvestment Initiatives, Inc. is a non-profit community development corporation with a mission “to preserve, expand and manage affordable housing in the City of Portland and provide access to and advocacy for services to our residents”. With over 800 units of affordable housing, PCRI’s unique mix of single-family homes, small multi-plexes and community apartments represents one of the last stable opportunities for low-income households to remain in their vibrant Portland neighborhoods. These homes and apartments are woven into the fabric of their neighborhoods and are a model for eliminating concentrations of poverty.

To accomplish PCRI’s goal of addressing involuntary displacement, PCRI established a displacement mitigation initiative, Pathway 1000, with the sole purpose and intent of slowing and reversing the involuntary displacement of long-term residents previously forced to move from N/NE Portland, and current residents at risk of displacement. Through the Pathway 1000 initiative, PCRI aims to build and create at least 1,000 homes in the next 10 years, many of which will be available to purchase. The homes will be located throughout the city of Portland, with the primary focus on the N/NE Portland neighborhoods where displaced families previously resided.

#### POSITION Summary:

We are seeking Consulting services to add to our Affordable Housing Development work. We are looking for experienced individuals in multi- family LIHTC development, feasibility analysis, development of proformas, understanding of funding cycles at OHCS and PHB, with the ability to file applications for funding. Ability to develop operating budgets for new development and to keep projects on track. This contract has a potential for management of construction projects.

The employee agrees that any IP created as part of the job belongs to the company and will remain with the company after the completion of this contract.

#### ESSENTIAL FUNCTIONS:

- Work cooperatively with other third-party asset management consultants to ensure PCRI’s best interests are integrated into the action plan
- Review and evaluation of current asset management practices
- Assessment of property performance, financial indicators, and capital needs

- Recommendations for improvements to asset management strategies and procedures
- Support in identifying underperforming assets and recommending corrective actions
- Inspect all contracts presented by or to the agency to ensure favorable outcomes for PCRI exist within the contracts
- Financial modeling of LIHTC, New Construction Redevelopment, and existing projects
- Attend meetings with project stakeholders
- Assistance in assessing regulatory compliance (e.g., LIHTC, HUD, Portland Housing Bureau, Metro, etc.)
- Recommendations for systems or procedures to ensure ongoing compliance
- Preparation of reports summarizing findings, risk areas, and action plans
- Connect PCRI staff on available training resources available within the community
- Assist in Project Team Selection and coordination (design, engineer, general contractor, etc.)
- Support contract negotiations with different parties for development projects
- Project Budget and schedule creation for development projects
- Define project scope and delivery method based on sources and uses
- Oversight of permitting strategy for development projects
- Liaison with city and state agencies, code officials and other stakeholders
- Bid process management and contractor selection support for development projects
- Review and assist with draw requests, change orders and lien waivers
- Work with property management agency to define best practices in marketing plan and tenant plan
- Assist to coordinate final inspections and occupancy certifications(s)
- Punch list management for development projects
- Assembly and delivery of close-out documents with property management and other stakeholders
- Manage day-to-day activities of new construction and rehabilitation projects
- Prepare (or assist in preparation) of construction meeting agendas and minutes, construction budgets and draws, status reports and other necessary documents
- Oversee and coordinate the development of affordable housing and commercial projects including new construction and rehabilitation of existing buildings
- Research potential development sites and zoning/building codes for opportunity and feasibility of new housing development; provide input and advice on site selection.
- Engage with and assist Housing Development team with project and resource development, including participation in the preparation and submission of funding and grant applications
- Make presentations to and prepare reports for funders, board packets and others as necessary to inform interested parties of a project and further its development
- Maintain effective communication with third-party consultants, architects and design professionals, general contractors, and other vendors regarding issues related to project design and development
- Work with team members to prepare responses to requests for proposals and solicitations for bids by collaborating on the creative concept, analyzing the economics and financing structure and preparing proposal materials
- Coordinate with property management and maintenance staff to ensure project designs and materials meet standards for livability, rent ability, and ease of maintenance
- Promote growth and goodwill for the company through daily personal contact with co-workers, vendors, and community members
- Other duties as assigned by Director of Housing Development or the Executive Director

**EDUCATION AND/OR EXPERIENCE:**

- Bachelor's degree or equivalent experience in architecture/design, housing development or construction management or related field
- Familiarity with design, development and construction of multi-family or mixed-use housing

**QUALIFICATIONS:**

- Good verbal and written communication skills; strong organizational and interpersonal skills
- Ability to coordinate multiple projects simultaneously and easily adjust to changing priorities
- Computer skills, including Microsoft Office suite
- Access to transportation to visit development sites and project-related meetings
- Ability to walk up multiple flights of stairs several times per day and walk about various rental properties and construction sites
- Ability to read, write, interpret and analyze printed and web documents including, but not limited to: project and product specifications, contract documents, construction plans and blueprints, invoices and construction draw documents, and public housing department documents
- Ability to effectively present to groups of people including lenders, public agency representatives, community groups, and board members
- Must have experience working with diverse populations.
- Experience working in small group settings a plus

**SUPERVISORY RESPONSIBILITIES:**

This job has no supervisory responsibilities.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- N/A

**WORK ENVIRONMENT / COMPANY VALUES:**

PCRI is a fast-paced, highly engaged work environment. We strive to communicate effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities and cultural backgrounds. We actively seek opportunities for professional development for our staff and promote a willingness to change for continual improvement.

**APPLICATION PROCESS:**

Interested Consultants should submit a resume and a cover letter addressing qualifications for the position, to the attention Human Resources, PCRI, 6329 NE Martin Luther King Jr. Blvd, Portland, Oregon, 97211, by email at [jobs@pcrihome.org](mailto:jobs@pcrihome.org), or fax to (503) 943-2844. This position is open until filled. Please note that only those candidates selected for an interview will be contacted.