



## Job Description – Real Estate Development Manager

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|------------|---------------------------------|----------------|--|
| Job Title  | REAL ESTATE DEVELOPMENT MANAGER | Department     | HOUSING DEVELOPMENT                      |
| Reports To | DIRECTOR OF HOUSING DEVELOPMENT | Salary Range:  | BASED ON EXPERIENCE<br>\$65,000-\$75,000 |
| FLSA       | Exempt                          | Revision Date: | 11/03/23                                 |

### 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, 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:

The Real Estate Development Manager provides essential research, planning and management of scattered-site new construction and rehabilitation projects for PCRI’s Housing Development Department. This position requires excellent organizational and communication skills as well as attention to detail and creativity. Understanding of zoning and building codes, sustainable building criteria and rating programs, and affordable housing programs and financing mechanisms will further distinguish a successful candidate. This position may involve sensitive and confidential information; therefore, a high level of confidentiality and professionalism is essential. The Real Estate Development Manager must be able to work in a team setting and balance multiple organizational priorities. The position includes elements of Economic Development including management of PCRI owned commercial properties and an understanding of economic development principles and practices, and public and private commercial financing options.

**Essential Functions:**

- 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
- Assist with development and organization of project programs, specifications and creation of other project documents
- Assemble project financing by applying for funds, negotiating agreements, and coordinating closings with private and public funders
- 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, lenders, funders, and other vendors regarding issues related to project design and development
- Work with team members to prepare responses to requests for information/interest, 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 finance, property management and maintenance staff to ensure project designs and materials meet standards for livability, rentability, and ease of maintenance
- Promote growth and goodwill for the company through daily personal contact with co-workers, vendors, and community members
- Manages and coordinates the planning and implementation of Economic Development Programs including business attraction, retention, job creation, business assistance, marketing and related functions.
- Communicates and coordinates with real estate professionals interested in establishing businesses in PCRI Commercial Properties and the PCRI service area.
- Assists in the development of strategies for implementation of economic and real property activities, schedules and guidelines.
- Assists with negotiations related to leasing of PCRI Commercial Properties, tenant build outs and lease follow up.
- Reviews analysis, documents and reports prepared by commercial tenants, consultants and staff to assure accuracy, completeness and appropriateness.
- Keeps abreast of legislative developments which may impact economic development programs, policies and/or procedures and implements approved follow-up action.
- Monitors economic development time, activities, and expenditures
- Attends various commission and City Council meetings and may act as a staff resource to various sub-committees and PCRI Senior Leadership Team.
- Prepares or arranges for preparation of documents related to economic development and commercial property management transactions including, but not limited to, contracts and agreements, easements, conveyances, notes, deeds of trust, grant deeds, rights of entry, licenses, permits, reconveyances and agreements.
- Engage in Permanent Supportive Housing (PSH) training and implementation of the PSH program
- Assist with Compliance and Reporting requirements
- Attend approved trainings, seminars, webinars and informational meetings
- Prepare and assist in the preparation of grant and funding applications
- Other duties as assigned by Director of Housing Development or the Executive Director.

**SUPERVISORY RESPONSIBILITIES:**

This position has no supervisory responsibilities.

**JOB SCOPE:**

The Real Estate Development Manager is responsible for overall project management of the development process, including implementing and guiding all technical aspects of development such as concept and feasibility, acquisition, design, financing, construction, and lease-up. The position is responsible for overseeing complex projects and coordinating a diverse team of contracted professionals. Ideal candidates will have excellent judgement and the ability to make critical decisions that align with population needs and organizational goals.

**PHYSICAL REQUIREMENTS:**

- Must be able to regularly walk up and down stairs.
- Must have the ability to stoop, twist, reach, and pull.
- Must be able to sit and/or stand for up to 8 hours a day.
- The worker is required to have close visual acuity to perform an activity such as viewing a computer terminal and extensive reading.

**WORKING CONDITIONS:**

This job operates in an office setting. This role routinely uses standard office equipment. Office hours are Monday through Friday 8:30am-5pm. This position will also be required to have the ability travel to different work sites located in and around Portland.

**Preferred Qualifications:**

- 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, mixed-use or single family housing
- 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

**COMPENSATION / BENEFITS:**

Salary is commensurate with qualifications and experience. PCRI provides a generous benefits package that includes 10 days of paid Vacation after the completion of one year of employment that increase over time to 20 paid days. In addition to paid vacation, PCRI's annual benefits package includes 9 days of paid Sick Leave and 3 days of paid Personal Time Off, 11 paid holidays, employer-paid health coverage (medical, dental, vision) that requires a contribution for employee if dependents added to plan, Long Term Disability Insurance, 403(B) employer match contribution of up to 3% of employee's annual salary.

Voluntary benefits include: Life Insurance, Short Term Disability insurance, critical and accidental insurance.

**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.

PCRI is an EEO employer committed to the inclusion of all people in our workplace and programs.

Finance / Accounting office is located on 3rd floor of office building with no elevator.

Undergoing and passing a pre-employment criminal background, drug test and physical exam is required.

**REASONABLE ACCOMMODATIONS:**

To perform this job successfully, an individual must be able perform each essential function and the physical demands satisfactorily, with or without accommodations. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions, provided they do not create undue hardship on PCRI. Applicants needing accommodations for the application or interview processes are encouraged to contact Pooja Ananda, HR Assistant at 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.

**APPLICATION PROCESS:**

Interested candidates should submit a resume and a cover letter addressing qualifications for the position, to the attention of Pooja Ananda, HR Assistant. 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.