



## Community Development Strategist

Reports directly to: President

Department: Affiliate, Exempt

Position: Full-time

Habitat for Humanity of the Roaring Fork Valley ("**Habitat RFV**"), has been partnering with local families for over 22 years to help them build a safe and secure place they can call home. Providing a hand up, not a handout, is at the core of Habitat's mission. Habitat homeowners help build their own homes alongside our staff and volunteers and pay an affordable mortgage. Habitat for Humanity is a global nonprofit housing organization working in local communities across all 50 states in the U.S. and in approximately 70 countries. Habitat's vision is of a world where everyone has a decent place to live.

### Position Summary:

The Community Development Strategist is responsible for seeking out, evaluating, and negotiating new development opportunities, including site identification and assessment, conducting financial feasibility analysis and developing financial pro forma documents; handling the implementation of complex projects including coordination of design charettes to gather community and professional input. The Community Development Strategist is responsible for ensuring that the organization's developments meet the project criteria approved by the President/Executive Director, Development Sub-Committee, and the Board of Directors and that those projects are developed on budget and on time. This position reports to the President.

**Essential Duties and Responsibilities** include the following; other duties may be assigned.

1. Initiate identification and evaluation of potential project sites and properties.
2. Negotiate acquisition of potential sites and properties.
3. Initiate identification and evaluation of potential partnerships with other organizations. Coordinate strategies with the President and Executive Director.
4. Oversee and execute development charettes to gather local community input and professional guidance to ensure developments are being built to meet the needs of the community to the highest energy and financial standards.
5. Negotiate and approve terms with local jurisdictions, investors, lenders, joint ventures, and other potential partnerships.

6. Coordinate in-depth feasibility analyses of potential developments.
7. Develop and improve standard financial pro forma documents and assist staff with their use.
8. Coordinate the development approval process with local municipalities.
9. Monitor progress of developments against pro forma budgets and schedules.
10. Coordinate all aspects of the development process on a variety of projects.
11. Negotiate and approve contractors with attorneys, architects, engineers, and other professionals.
12. Approve all development budgets, including any significant changes to existing developments.
13. Coordinate interdepartmental communications on projects under development to ensure most efficient or highest quality project and smooth transition of operation.

### **Job Requirements:**

- Bachelor's degree or equivalent with 5 - 10 years of related experience, nonprofit experience a plus.
- General knowledge of real estate and tax law as it pertains to the development of low income housing.
- Solid understanding of development of budgets and pro forma documents with experience in the use of various computer packages.
- Excellent written and oral communications skills, including demonstrated skill in making effective presentations at public forums and facilitating community group discussions.
- Strong negotiating skills.
- Proven ability to work effectively with lenders, investors, public officials, and low income residents.
- Thorough knowledge of federal, state, local and private sources of financing for low income housing and familiarity with their respective underwriting requirements.
- Familiarity with standard architectural and construction practices and demonstrated ability to oversee and coordinate effectively the design and construction (low income housing experience recommended)
- Demonstrated commitment to the goals of the organization and to non-profit philosophy and unquestioned integrity.
- Knowledge of affordable housing finance is preferred.
- Two years of construction or real estate experience is preferred.

### **Complexity:**

Responsibilities involve a variety of interrelated tasks. Procedures vary based upon management requirements. Strong communication (writing, interpersonal, public speaking) and analytical/quantitative skills will be essential with the ability to manage multiple projects under deadlines.

**Salary and Benefits:**

The starting salary range for this position is: \$80,000 with consideration given for applicable education and/or experience above the minimum requirements.

Benefits available include medical, dental and vision insurance options; Simple IRA savings match (3%); Paid Time Off for vacation, sick, holidays, floating holidays.

**Physical Setting:**

- Remote, Office
- Schedule: Monday to Friday with occasional nights and weekends

Submit resume and cover letter to Kristen Wilmes at [KristenW@HabitatRoarigFork.org](mailto:KristenW@HabitatRoarigFork.org) for consideration.