



# Native American Youth and Family Center

5135 NE Columbia Blvd, Portland, OR 97218 | p 503.288.8177 | f 503.288.1260 | nayapdx.org

**The Mission of NAYA Family Center is “...to enhance the diverse strengths of our youth and families in partnership with the community through cultural identity and education”.**

## Housing Development Project Manager

<b>Position:</b>	<b>Housing Development Project Manager</b>
<b>Department/Program:</b>	Community Development/Affordable Housing Development
<b>Compensation:</b>	Starts at \$70,000 annually and commensurate to experience
<b>Benefits:</b>	Paid time off is based on tenure with the agency and includes accruals of sick and vacation hours. NAYA recognizes twelve paid holidays per calendar year. NAYA also provides medical, dental, vision insurance and Life Insurance. Employees may enroll in a 401K retirement plan after 3 months of employment.
<b>Employment Status:</b>	Regular, Full-Time, Exempt
<b>Hours:</b>	General working hours are 9am-6pm and working from home; flexible work schedule available upon approval; evenings and occasional weekends, as assigned.
<b>Supervision:</b>	No supervisory requirements
<b>Reports To:</b>	Community Development Director
<b>Job Location:</b>	Portland, OR
<b>Created/Revised:</b>	August 2020

### Position Description:

We are looking for an entrepreneurial, energetic, and dedicated individual to support and expand NAYA’s rapidly growing real estate portfolio. The Housing Development Project Manager is responsible for overall project management of the real estate 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. The Housing Development Project Manager plays a key role in contributing to the long-range strategic vision of NAYA Family Center as it relates to real estate development.

### Essential Functions:

- Plan and execute projects that meet strategic plan goals and carry out NAYA Family Center’s mission
- Oversee and coordinate the development of affordable housing and commercial projects including new construction and rehabilitation of existing buildings
- Analyze development sites and complete feasibility work
- Assemble project financing by applying for funds, negotiating agreements, and coordinating closings with private and public funders
- Select and manage development teams (architects, general contractors, attorneys, and other consultants) to ensure on-time and on-budget project completion
- Develop and maintain relationships with neighbors, stakeholders, and government entities
- Work with NAYA’s Community Development team and other key NAYA program teams to deliver projects that promote long-term operational efficiency

## **Additional Property Portfolio Manager Duties:**

- Work closely with Community Development and Finance teams to monitor the financial performance of NAYA's affordable housing portfolio, and implement strategies to strengthen its performance
- Support Director of Community Development's work with NAYA Family Center's Board of Directors and Housing Committee
- Coordinate tenant/resident feedback and serve as a strong advocate for the communities NAYA serves
- Collaborate with NAYA program staff and leadership to provide program opportunities for residents
- Other duties as assigned by Director of Community Development
- Additional NAYA Family Center Duties:
  - Understand and adhere to confidentiality
  - Represent NAYA with the utmost professionalism at community events and other public relations opportunities
  - Work as an active and collaborative member of the Community Development Department and NAYA
  - Contribute to fostering a safe and secure environment for community members and staff

## **Qualifications:**

### Education & Experience:

- Bachelor's Degree in finance, business administration or related field required; MBA or Master's in Real Estate Development or related field preferred
  - An equivalent combination of education and professional experience may be an acceptable substitute
- Minimum 2 years of project management experience with affordable housing and/or community development projects with clear evidence of increasing responsibility
- Knowledge of legal, financial and construction aspects of affordable housing development
- Experience working with public and private financing for affordable housing and other community development projects
- Knowledge of Native American history, an understanding of the diversity of the local American Indian/Alaskan Native community and issues surrounding the Urban Indian experience required

### Skills:

- Excellent written and verbal communication skills
- Meeting facilitation and management skills, including ability to review and coordinate consultant work
- Ability to understand complex written directions and policies from public and private entities
- Proven grant writing and/or RFP experience
- Ability to develop financial proformas, monitor complex budgets, understand financial statements, and develop financial projections
- Excellent computer skills including:
  - Web-based research
  - Word Processing
  - MS Excel
  - Database use
  - Email
  - PowerPoint

**Work Environment:** 90% office/home/remotely, 10% outside office including travel time. Much of the position will happen through telework (video conferencing and telephone).

## **Physical Requirements:**

# NAYA Family Center | Position Description: **Housing Development Project Manager**

- The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell
- Frequent use of keyboard, monitor, mouse, telephone and/or headset
- The employee may be required to sit for extended periods of time
- The employee must occasionally lift and/or move up to 30 pounds
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus
- *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Equipment Used:** Computer, phone, fax, copy machine.

**Safety Considerations:** Some travel may be required.

## **Other Requirements:**

1. Valid Oregon or Washington State Driver License (must be eligible to be an insured driver under NAYA Family Center's liability insurance policy)
2. Successful completion of a background investigation (including a fingerprint criminal history check; see [http://www.pps.k12.or.us/files/security-services/Disqualifying\\_convictions.pdf](http://www.pps.k12.or.us/files/security-services/Disqualifying_convictions.pdf) for more information)

## **Application Procedures:**

Interested candidates should submit:

1. A Cover Letter addressing your qualifications for the position and why you are interested in joining the NAYA Family Center team
2. A current Resume
3. A completed NAYA Application for Employment Form

Application forms and additional information about employment at NAYA Family Center can be found at <http://www.nayapdx.org/about/jobs>.

**Application Deadline:** 9/21/2020

**Attention:** Incomplete applications will not be considered. Electronically submitted applications are preferred. Due to the sheer number applicants, only those applicants selected for an interview will be contacted. Please respect our no phone calls policy. This job description does not constitute an employment agreement and is subject to change by the employer due to changes in grants and funding sources.

### **Please send application materials to:**

Attn: Human Resources  
Native American Youth and Family Center  
5135 NE Columbia Boulevard  
Portland, OR 97218  
Fax: (503) 288-1260  
E-mail: [hr@nayapdx.org](mailto:hr@nayapdx.org)