



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”.

Position Description

Position:	Housing Development Manager
Department/Program:	Community Development/Affordable Housing Development
Compensation:	Starts at \$100,000/Annually
Benefits:	Medical, dental, vision and life insurance and flexible spending accounts. 401K retirement plan and match up to 6%. 14 paid holidays, sick and vacation accrual with vacation accrual increasing with tenure.
Employment Status:	Regular, Full-Time, Exempt
Hours:	General working hours are 9am-6pm and working from home; flexible work schedule available upon approval; evenings and occasional weekends, as assigned.
Supervision:	Design and Construction Project Manager, Asset Manager, and Affordable Housing Property Manager
Reports To:	Community Development Director
Job Location:	Portland, OR
Created/Revised:	February 2025

Position Description:

The Housing Development Manager will oversee real estate development projects, NAYA’s existing real estate portfolio, and lead efforts to expand NAYA’s Property Management company. This role oversees all stages of development, from feasibility to lease-up, ensuring NAYA’s properties remain sustainable. This position will strategically expand property management operations to enhance services and efficiency. It manages complex projects, coordinates professionals, and aligns decisions with community needs and organizational goals. The position also builds key relationships to strengthen the project pipeline and secures funding by writing applications and layering multiple funding sources. The ideal candidate is entrepreneurial, resourceful, and committed to driving NAYA’s real estate growth.

Essential Functions:

- Plan and execute affordable housing and commercial projects, including new construction and rehabilitation.
- Ensure the long-term financial and physical health of NAYA’s real estate portfolio, including budgeting, capital planning, and compliance.
- Work with the Asset Manager and Affordable Housing Manager to grow NAYA’s Property Management company, improving operations and tenant services.
- Assemble funding through applications, negotiations, and closings with public and private funders.
- Select and oversee architects, contractors, attorneys, and consultants to ensure on-time, on-budget project completion.
- Maintain regulatory compliance, funding obligations, and risk mitigation for development projects and existing properties.
- Engage with neighbors, stakeholders, funders, policymakers, and community partners to advance NAYA’s real estate vision.

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

- Hire, onboard, train, and evaluate team members to strengthen NAYA's real estate capacity.
- Track expenditures, funding disbursements, and construction progress to keep projects on schedule and within budget.
- Identify new development opportunities, advocate for affordable housing, and represent NAYA's real estate initiatives in public forums.

Additional Duties:

- Participate in CD Leadership meetings, contributing to management discussions, program budgeting, and strategic planning to align real estate initiatives with department and organizational priorities.
- Support NAYA's Housing Committee by preparing meeting materials and facilitating critical elements of the meeting
- Ensure tenant/resident feedback is collected and analyzed to improve resident satisfaction
- 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 degree in real estate development or related field preferred
 - An equivalent combination of education and professional experience may be an acceptable substitute
- Minimum 5 years of experience in real estate development, affordable housing, or property management, with at least 3 years in a supervisory or leadership role managing staff and external teams.
- 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/Alaska 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
- Strong leadership and team management skills, with experience supervising and mentoring staff.
- Proven ability to develop and implement strategic initiatives that align with organizational goals.
- Excellent relationship-building skills, with the ability to engage diverse stakeholders, including community members, funders, and government agencies.
- Strong decision-making and problem-solving abilities, balancing long-term vision with immediate operational needs.
- 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

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

Work Environment: 80% office, 20% outside office including NAYA and travel time. NAYA employees are expected to work on site most of the week. With supervisory approval, employees may be able to work at home 1 to 2 days per week after successful onboarding.

Physical Requirements:

- 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 accommodation 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 [here](#) for more information)
3. Successful completion of a DHS Background Check Unit

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

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

Application Deadline: Open until filled

Attention: Incomplete applications will not be considered. Electronically submitted applications are preferred. Due to the sheer number of 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 submit application materials via the links on our website or 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: jobs@nayapdx.org