



# Native American Youth and Family Center

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**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

<b>Position:</b>	<b>Housing Development Manager</b>
<b>Department/Program:</b>	Community Development/Affordable Housing Development
<b>Compensation:</b>	\$110-120k annually
<b>Benefits:</b>	Medical, dental, vision and life insurance and flexible spending accounts. 401K retirement plan and match up to 6%. 16 paid holidays, sick and vacation accrual with vacation accrual increasing with tenure.
<b>Employment Status:</b>	Regular, Full-Time, Exempt
<b>Hours:</b>	General working hours are 9am-6pm; hybrid work schedule available upon approval; evenings and occasional weekends, as assigned.
<b>Supervision:</b>	Design & Construction Project Manager, Asset Manager, and Affordable Housing Property Manager
<b>Reports To:</b>	Community Development Director
<b>Job Location:</b>	Portland, OR
<b>Created/Revised:</b>	July 2025

### Position Description:

The Housing Development Manager will manage real estate development projects, oversee NAYA's existing real estate portfolio management, and lead property management operations. This role manages project coordination activities from feasibility through completion, ensuring compliance and supporting sustainable operations. This position works collaboratively with the existing team to enhance services and efficiency while leading funding efforts through application preparation and documentation. The role manages project coordination, integrates the work of direct reports, oversees professional consultants, and helps align activities with community needs and organizational goals. The position also builds key relationships to support the project pipeline and contributes to securing funding by supporting applications and coordinating multiple funding sources. The ideal candidate is detail-oriented, collaborative, and committed to supporting NAYA's real estate growth and mission.

### Essential Functions:

- Provide oversight and direction for affordable housing and commercial project development activities, including new construction and rehabilitation coordination.
- Ensure the long-term financial and physical health of NAYA's real estate portfolio, including budget support, capital planning documentation, and compliance tracking.
- Work collaboratively with the Asset Manager, Property Manager, and Design & Construction Project Manager to lead operational improvements and tenant services.
- Lead funding assembly through application preparation, documentation coordination, and communication with public and private funders.
- Oversee architects, contractors, attorneys, and consultants to support on-time, on-budget project completion.

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

- Maintain regulatory compliance documentation, support funding obligation tracking, and assist with risk mitigation for development projects and existing properties.
- Lead engagement with neighbors, stakeholders, funders, policymakers, and community partners to advance NAYA's real estate vision.
- Supervise and support team performance and development to strengthen NAYA's real estate capacity.
- Lead process of tracking of expenditures, funding disbursements, and construction progress to help keep projects on schedule and within budget.
- Identify new development opportunities, support affordable housing advocacy, and represent NAYA's real estate initiatives in community 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 coordinate 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, 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, real estate, construction 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 5 years of experience in real estate development, affordable housing, construction management, or property management, with at least 3 years in a supervisory or leadership role managing staff and external teams.
- Working knowledge of legal, financial, and construction aspects of affordable housing development
- Experience supporting 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, including presentations, grant writing, and reporting.
- Meeting support and coordination skills, including ability to assist with consultant coordination.
- Strong team management skills, with experience in supervisory or leadership roles.
- Ability to develop and implement strategic initiatives and drive successful outcomes that align with organizational goals.
- Excellent relationship-building skills, with the ability to engage diverse stakeholders, including community members, funders, and government agencies.
- Strong organizational and problem-solving abilities, with attention to detail and ability to maintain multiple priorities. Demonstrated capacity for balancing long-term vision with immediate operational needs.

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

- 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

**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 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 [here](#) 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

**Application Deadline:** Open until filled

**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)