PROJECT DEVELOPMENT SPECIALIST

Community Housing Improvement program has an opening for a Project Development Specialist to support our Rental Housing Department. The ideal candidate will be extremely organized and able to prioritize and manage multiple tasks on time and within budget. Applicants should have experience with real estate financing, construction and development. Strong written and verbal communication skills are important as well.

ABOUT THE ORGANIZATION

CHIP is a nonprofit organization based in Chico, CA that provides healthy, sustainable, affordable housing and services to qualified residents in seven North Valley counties: Butte, Colusa, Glenn, Shasta, Tehama, Yuba and Sutter. CHIP has built more than 1,914 single-family homes and over 750 rental-housing units in their service area and is acknowledged as an innovator and leader in affordable housing issues in rural and urban areas.

CHIP assists low-income and rural disadvantaged residents, seniors and others who lack financial resources or knowledge to improve or provide adequately for their housing via the following major services:

- Construction of mutual self-help (sweat equity) housing by securing the land, construction and permanent financing, and marketing to and qualifying borrowers
- Construction of rental housing communities by securing the land and construction and permanent financing
- Self-management of rental properties owned by CHIP or its subsidiary corporations
- Management of affordable housing properties owned by other entities
- Delivery of resident service programs focused on health, education, and community building by either CHIP, partner agencies, or volunteers

“Helping People Help Themselves” is CHIP’s motto.

ABOUT THE OPPORTUNITY

The role of the Project Development Specialist is to assist the Director of Rental Housing with increasing affordable housing within CHIP’s service area. The Project Development Specialist will identify and develop viable projects for CHIP. This is an opportunity for a self-motivated, organized, creative individual who is up for a challenge. It is a fast-paced ever-changing environment. CHIP has a solid 45-year history and the benefit of stable leadership at all levels of the organization. Many of CHIP’s 55 employees attribute their reason for staying to its overall great work environment and belief in its mission.
Responsibilities

- Develop successful projects that provide decent, affordable housing for low- and very-low income residents and profitability for the Rental Housing Program and CHIP.
- Identify and develop projects that match market demand and needs of low-income residents in CHIP’s service areas, particularly rural communities.
- Create sustainable and viable projects to be owned by CHIP’s subsidiaries and managed by CHIP’s Property Management Department.
- Seek out and cultivate successful working relationships/partnerships with lenders, consultants, local governments, other professionals, CHIP staff and the general community to produce rental projects that reflect CHIP’s values.
- Work collaboratively with CHIP’s other Departments for the holistic success of the agency.

Must Haves

- Knowledge and experience with real estate financing, construction and development.
- Ability and desire to prioritize and manage multiple tasks on time and within budget.
- Participation in creative thinking, problem solving, and conflict resolution as an individual or a team.
- Experience securing grant/loan funding preferred.
- Ability to work with and manage different consultants and professionals to achieve outcomes that benefit the Department and CHIP.
- Ability to work in an ever-changing environment and doing so with a positive attitude.
- Ability to work effectively with low-income and ethnically diverse community.

Desired Attributes

You are passionate
You are a passionate and energetic person who wants to make a difference in the community. You have a strong desire to help others and to be a part of something special at CHIP.

You love people and developing connections
Your love of people enables you to make connections with a diverse staff, residents, business partners and community members/representatives. You are always excited to seek out and cultivate successful working relationships/partnerships.
You are a problem solver
You love finding solutions to problems. You problem solve with a can do, positive attitude.

You are excited about the details
You are a detail-oriented, organized person, which enables you to navigate the fine points of work projects.

You are self-motivated
You can see the “big picture” of work and are proactive in accomplishing the details.

DEPARTMENT: Rental Housing Development
REPORTS TO: Director of Rental Housing
TYPE OF POSITION: Full Time, Exempt

SALARY: $52,000 - $60,000 DOE
BENEFITS: Medical Insurance (100% employer paid, including HSA accounts, as applicable), Group Life Insurance, 403(b) Retirement with match opportunities, Vacation Leave, Sick Leave, Personal Leave, Twelve Paid Holidays

APPLY: Send cover letter and resume to HR@chiphousing.org
DEADLINE: Until filled

PHYSICAL REQUIREMENTS
For physical requirements, working conditions and detailed description of duties; See Attached

Reasonable accommodations as required by the Americans with Disabilities Act (ADA) will be made available as necessary. Requires successful completion of a conditional offer physical examination conducted by Enloe Occupational Health Center.

Employment with CHIP is at will for the employee and the employer.
CHIP is an equal opportunity employer.