



ROLE OUTLINE

Real Estate Associate Bellevue, WA 2024

THE ORGANIZATION

Are you inspired by the idea of using your professional skills to directly benefit people? We are seeking highly motivated and high performing professionals to add to our growing team. Our work environment is positive, caring, collaborative, solution-oriented, focused on equity, belonging and fun.

Imagine Housing is the primary developer of permanent affordable rental housing in East King County, Washington. We are a leader in providing person-centered, strengths-based supportive services including case management, resource referrals and community building events at our properties. Our organization is aware of the needs of diverse communities and is committed to cross-cultural competence. Imagine Housing empowers individuals and families, supports diversity, and strengthens communities. We make it possible for individuals and families with low incomes, veterans, seniors, survivors of domestic violence, children, and young adults aging out of foster care, to live and thrive on the Eastside.

Imagine Housing has an excellent reputation throughout the Puget Sound region for our commitment to increasing the availability of affordable housing and for our leadership in affordable housing advocacy. Achieving 36 years in the community, we now provide 640 affordable apartments in six Eastside cities serving more than 1,400 individuals and families with low incomes each year.

POSITION OVERVIEW

As a member of the Real Estate Development team, reporting to the Director of Real Estate Development, the Real Estate Associate (Associate) will work closely with the Asset Management and Finance teams to develop strategies to maximize the creation and preservation of affordable housing by leveraging, rehabilitating, or re-syndicating our existing portfolio.

At a particular time, the Associate may be responsible for up to four projects in various stages of development.

The Associate ensures that Imagine Housing's communities are built in a manner that maintain the values of the organization, are fully integrated into the community, are built with the highest standards, and maintain the organizations' reputation as a quality builder.

ROLE SUMMARY

- Identify opportunities for redevelopment within the Imagine Housing portfolio and develop a business case and strategy for each.
- Manage feasibility, financing, syndication, construction and close out of special projects.
- Negotiate complex solutions with multiple parties regarding schedules, financial, legal, and real property implications.
- Supervise consultants and construction contractors.
- Manage rehabilitation of older properties
 - Prepare million-dollar budgets including rehab capital and operations.
 - Apply for public funding, tax credits, and other subsidies.
 - Create detailed and compliant relocation plans for existing residents including timeline and funding.
 - Assist asset management overseeing property management during relocation and re-habitation of units.
 - Manage refinancing and rehab construction.
- Manage unique projects.
 - Create solutions to the housing shortage by combining sites into one project package for funding.
 - Form relationships with the faith-based community and other potential affordable housing partners.
 - Comfort utilizing modular type building.
- Identify creative and innovative financing and partnership solutions for complex projects including leveraging social impact investments from the general community to help fund projects.
- Assist in contract drafting and negotiations.
- Participate in regular Real Estate Development team meetings, Real Estate Development Committee meetings, and Imagine Housing Board meetings when required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- BA/BS degree in finance, real estate development, economics, or another related subject.
- A minimum of 3 years of experience in affordable housing development or related field.
- Expertise in Low Income Housing Tax Credit application process and financing.
- Proven track record of bringing projects in on time and within budget.
- High degree of proficiency in Microsoft office suite.
- Excellent oral and written communications skills.
- Adept in problem solving by connecting information from previous projects and identifying industry resources.
- Demonstrated ability working as a team member.
- Ability to be self-motivated with a desire to learn.
- Have the availability to commit to up to 32 hours per week to perform job responsibilities.

WORK SCHEDULE

This is a full-time exempt position. The work week is 32 hours. Work hours are at a mutually agreed-upon schedule.

COMPENSATION & BENEFITS

Salary Range:

\$75k - \$85k

Full Salary Range:

\$68k - \$100k

Imagine Housing is required to provide a reasonable estimate of the compensation range for this role. This range considers the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience. The full salary range shows the growth potential for this position and the pay scale is the budgeted salary or hourly range that Imagine Housing reasonably expects to pay for this position.

BENEFITS

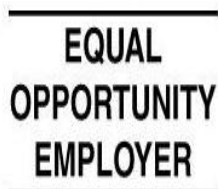
Employer-paid health coverage, (medical, dental, vision, STD/LTD, life and AD&D insurance, and EAP). Generous PTO programs, 403 (B) employer match contribution. Opportunities for professional development

TO APPLY

Please email resume and cover letter to eunices@imaginehousing.org

The cover letter should include how you learned of this position, why you are an ideal candidate, and your salary expectations.

If you have any questions, please call Eunice Springs at (425) 521-5202



Imagine Housing provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, compensation, promotion, supervision, transfer, training, benefits, leave of absence, layoff, and termination.



Imagine Housing is committed to working with and providing reasonable accommodations to individuals with disabilities. If you need a reasonable accommodation because of a disability for any part of the employment process, please call (425) 521-5202 or send an e-mail to eunices@imaginehousing.org and let us know the nature of your request and your contact information.

For more information on Imagine Housing, visit www.imaginehousing.org

PLEASE NOTE: This position description generally describes the principal functions of the role and the level of knowledge, expertise and practice typically required; it is not designed to contain a comprehensive listing of activities or responsibilities. In addition, this position description does not constitute an employment agreement between the employer and employee and is subject to modification with or without notice.