

## Affordable Housing Development Associate

### Position Overview

CPAH is looking for a compassionate person who wants to join our efforts to help ensure that everyone has a place to call home. We are a nonprofit organization that develops affordable housing and provides services that empower individuals and families to secure and retain quality housing. The Affordable Housing Development Associate will play a key role in supporting the planning and execution of affordable housing developments from concept through completion. The ideal candidate will be detail-oriented and have outstanding analytical, financial, and writing skills. CPAH is deeply committed to equity and diversity and welcomes applications from underrepresented minorities, persons with disabilities, sexual minority groups, and other candidates who will contribute to the diversification and enrichment of ideas and perspectives.

### Essential Characteristics

- Bachelor's degree in urban planning, architecture, real estate development, business administration, or related field.
- A minimum of 3 years of relevant experience in affordable housing development.
- Strong knowledge of affordable housing programs, financing options, and government regulations related to housing and community development.
- Strong research and analytical skills to evaluate potential project sites, financial data, and assist in preparing complex funding applications.
- Must be self-directed, detail-oriented, strategic, and have the ability to multitask.
- Strong computer skills including proficiency with Microsoft Office products.
- Excellent oral and written communication skills and the ability to work with diverse audiences.
- Demonstrates and supports a culture of diversity, equity, and inclusion.
- Must possess a passion for CPAH's mission.

### Duties

- Assist in all phases of affordable housing development including feasibility analysis, site selection, financial modeling, funding applications, development, and compliance.
- Conduct market research, gather data, and analyze demographic and economic trends to identify potential opportunities for affordable housing development.
- Assist in researching and applying for grants, tax credits, and other funding sources to support affordable housing developments.
- Collaborate with local and state agencies to ensure compliance with affordable housing regulations, zoning requirements, and environmental standards.
- Work closely with community members, stakeholders, and public officials to foster productive relationships and gain support for affordable housing initiatives.
- Assist with overseeing construction of affordable housing, financial draws, quality assurance, project documentation, and reporting to management, funders, and government entities.
- Other relevant duties as assigned.

### Scheduling & Compensation

CPAH's standard office hours are Monday through Friday 8:30am – 4:30pm. Up to 2 days per week may be worked remotely. Competitive salary of \$60,000 - \$65,000. Generous benefits include vacation, sick, health, dental, life, disability, and 401K match.

### To Apply

Send resume and cover letter to [cmorris@cpahousing.org](mailto:cmorris@cpahousing.org).

CPAH is committed to the principle of equal employment opportunity. All qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, sexual orientation, or gender identity.