



Development Officer

Objective

The Development Officer manages all phases of housing development from inception through completion in collaboration with Community Housing of Maine's (CHOM) development team to ensure the timely and successful completion of high-quality, affordable housing units to advance CHOM's mission to create homes and inclusive communities that provide stability, foster dignity and transform lives.

Essential Responsibilities

Project Management:

- Identify and pursue development opportunities to expand housing portfolio.
- Collaborate with community members, service providers, public officials, government agencies, funders, and other stakeholders to build support for projects and ensure alignment with community needs.
- Oversee the due diligence, site control, and permitting processes for project sites, including site plan and environmental approvals.
- Develop and monitor project budgets, timelines, and milestones to ensure on-time and on-budget delivery.
- In collaboration with the development team, select project partners including architects, engineers, contractors, lenders and other consultants.
- Manage project team members through pre-development, design, construction, and close-out to ensure that projects are delivered on time, within budget, and in adherence to project specifications and in compliance with local, state, and federal housing regulations and funding application requirements.
- Assist with project transition to property management/asset management at construction completion.

Funding & Financing:

- Conduct financial feasibility analyses for potential development projects.
- Develop and manage project proformas and forecasts.
- Manage the preparation of funding applications for submission to MaineHousing, HUD, DHHS, philanthropic organizations, banks and lending institutions, and other entities.
- Monitor compliance with all funding sources and financial reporting requirements during the development process.
- Prepare and submit monthly construction requisitions.

- Assist with completion of necessary cost certifications with accountant/finance staff for project close-out.
- Maintain open and positive relationships with public funders, investors, and financial institutions.

Compliance, Risk Management & Reporting

- Ensure that all projects meet regulatory and compliance requirements, including zoning laws, environmental regulations, and affordable housing policies, including the oversight of necessary permits and approvals.
- Proactively identify and mitigate risks throughout the project lifecycle to ensure project success.
- Prepare and present progress reports, project updates, and financial documents for Development Director and Finance Director, CHOM's Board of Directors, and external partners.
- Maintain accurate and functional project files for all project documents.

Support External and Internal Development:

- Support team activities to improve CHOM's performance.
- Understand and support the mission, goals, and values of CHOM.
- Show willingness to take on additional projects and tasks.
- Demonstrate a commitment to development that focuses on community inclusion.
- Other duties as assigned in support of CHOM's mission.

Skills:

- Excellent project management skills and attention to detail with the ability to handle multiple tasks simultaneously and meet deadlines.
- Strong communication, negotiation, and interpersonal skills to effectively engage with diverse stakeholders.
- Demonstrated ability to work independently and collaboratively with a small team in a fast-paced environment.
- Strong problem-solving and analytical skills with an ability to navigate complex challenges.
- Proficiency with Microsoft Office, Word, Excel, and financial modeling tools.

Minimum Qualifications:

- Minimum of 3 years of experience in affordable housing development, real estate development, urban planning, or a related field.
- Strong understanding of affordable housing finance, including LIHTC, TIFs, HUD programs, and other funding mechanisms and experience working with MaineHousing or other public financing agencies.
- Bachelor's degree in finance, planning, engineering, architecture, real estate, or related field (Master's Degree and/or related work experience may be substituted).
- Knowledge of construction management, sustainability, and green building practices is a plus.

- Possession of a Valid driver's license, reliable transportation, and a good driving record with current insurance.
- Desire to learn and grow in complex affordable housing development work.
- Commitment and conviction to serving the mission and goals of the organization. Experience working with mission-driven organizations is highly preferred.

Reports to: Development Director

Schedule: 40 hours per week, Monday through Friday. Daily start time and work location (office or remote) can be flexible and vary according to need.