Archway Investment Corp., Inc/Archway Housing & Services, Inc is a Faith-Based Non-Profit Community Housing Development Corporation with a mission to change lives by providing housing and related supportive services that engender a safe environment and teach community skills for families and persons with very low to moderate incomes.

Open Position Announcement: Housing Development Associate (Full time/Exempt)
Reports to: Chief Executive Officer
Date: June 2019

General Description: Responsible for the Coordination of Housing Development activities, as assigned.

- Monitors construction activities
- Coordinates Financing Applications
- Coordinates or Assists with due diligence gathering for Housing development projects and for audit purposes
- Participate in construction related coordination as directed by Manager of Housing Development or the Executive Director;
- Attend construction meetings and perform follow up actions
- Generate reports to comply with the requirements of the receipt of local and federal funds
- Monitors Housing Development contractors & Consultants for assigned projects: report difficulties to Manager of Housing Development
- Assures Compliance with Housing Quality Standards, LIHTC and other finance requirements
- Networks with communities to provide housing updates to outside database
- Assist in selection of & due diligence for new properties
- Meets regularly with Manager of Housing Development in coordination with the Executive Director
- Prepares Departmental Quarterly Reports for Executive Director and Board of Directors
- All other duties as assigned

Supervisory Responsibilities: NA.

Qualifications: Experience in Housing Development, Construction Management and Property Management preferably with non-profit housing organization and 4-year degree in business or non-profit management. Ability to write and communicate effectively and understand the financing requirements for construction of housing.

Responsibility for Confidentiality: Responsible for ensuring the confidentiality of the organization financials and programs.
General Employee Responsibilities:
- Must be able to work with a variety of departmental Executives and Groups and answers to the Executive Director.
- Must be able to work well and communicate effectively with outside contractors.
- Attention to detail critical
- Must be trustworthy; handles highly sensitive and confidential materials for multiple entities.
- Must be self-motivated and a team player with the ability to meet deadlines, remain flexible and adjust to changing priorities.

Working Conditions: Professional office environment
Position is full-time, at least 40 hours per week, but could expand.
Must be flexible to changing/expanding work schedule and responsibilities.
Able & willing to work occasional evenings and weekends.
Periodic high pressure demands.
Physical demands may involve lifting, up to 20 lbs.
Have a valid driver’s license and use of own car for travel within eight county Denver Metro area; mileage reimbursement provided.

Interested Respondents:
Interested respondents should send a cover letter and curriculum vitae or resume attention to: HRdepart@archwayhousing.org . Respondents who send information by July 26th, 2019, will be given first consideration.