



177 Day Island Rd., Eugene, OR 97401 • PH 541-682-3755 • FAX 541-682-3411  
300 West Fairview Dr., Springfield, OR 97477 • PH 541-682-4090 • FAX 541-682-3875

Homes. People. Partnerships. Good. [www.homesforgood.org](http://www.homesforgood.org)



**Homes for Good is looking for a Project Development Manager to join our team!**

**Project Development Manager**

**Posting # 10.02.2025**

**Salary - \$41.22 to \$55.26 per hour (\$85,743.42 to \$114,930.40 per year)**

**WHO WE ARE**

Homes for Good Housing Agency is a high performing public housing authority located in Eugene Oregon, servicing all of Lane County (4,600 sq. miles). The Agency's primary work is to help low-income Lane County residents access and maintain affordable housing.

Homes for Good has been and will continue to implement a workplace culture change that includes increased emphasis on racial justice, customer service, quality control, and compliance. Homes for Good is passionate about providing employees opportunities to maximize career growth while experiencing the personal satisfaction of working for a mission driven organization.

At Homes for Good, employees are supported and empowered by a collaborative culture that shapes how we work together with the common goal of providing essential housing services throughout Lane County.

Homes for Good is an equal opportunity employer, committed to Diversity, Equity & Inclusion throughout our organization and within our hiring and promotional practices. We endeavor to hire a workforce that is representative of the communities we serve, with an understanding that a diverse and inclusive staff will strengthen our Agency. All applicants will receive consideration for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity or national origin.

**OUR REAL ESTATE DEPARTMENT TEAM**

Our Real Estate Department consists of three teams; Real Estate Development, Asset Management and Capital Projects. The team is responsible for the development, management and the revitalization of Homes for Good's real estate assets.

**WHAT YOU WILL DO FOR OUR TEAM**

As a key role in our Real Estate Development team, the Project Development Manager oversees, directs and evaluates the work of Project Developers and Project Coordinators as required and manages contracts with professional service providers, architects and contractors. This position provides direct oversight of finance and development of a variety of affordable housing projects from concept to completion. The Project Development Manager works independently but under the general direction of the Real Estate Development Director and Executive Director.



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## **DUTIES:**

*These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Uses data collection tools and procedures to develop community needs assessments, housing market analyses, and project concepts.
- Identifies, evaluates, and recommends potential project sites and development concepts.
- Negotiates site acquisitions.
- Presents projects and concepts in public forums to policy makers, funders, and community groups. Serves on panels, participates in speaking engagements and writes press releases to publicize the work of Homes for Good.
- Directly supervises project developers within the Real Estate Division.
- Works with other staff and organizations to develop a plan for providing supportive services or partnership activities as needed.
- Prepares requests for qualifications/proposals; negotiates, prepares and manages contracts for development professionals.
- Coordinates outreach to neighborhoods and maintains positive neighbor relations during all phases of the development process.
- Serves as the project manager during all phases of project implementation.
- Monitors compliance with all grant, lender and investor requirements during development.
- Monitors project expenditures and progress and establishes mechanisms for assuring that projects are completed on time and within budget.
- Maintains project records and prepares and submits reports as necessary.
- Participates in/on task forces, meetings and committees and collaborates in the development and implementation of interagency initiatives.
- Employs a professional and courteous manner and works harmoniously with other staff and the general public.
- Use a variety of data collection tools and procedures to develop housing market analyses and project conceptual analysis.
- Identify, evaluate, and recommend potential project sites and project concepts.
- Develop and update project proformas including predevelopment, development, and operating budgets and sources of construction and permanent financing.
- Prepare and submit grant applications and proposal to public agencies to secure resources including but not limited to LIHTC, HOME, CDBG funds and private grants.
- Ensure compliance with procurement policies.
- Develop requests for qualifications/proposals, and negotiate, prepare and manage contracts for a variety of development professionals.
- Obtain and coordinate all required land use approvals.
- Monitor project expenditures and progress and establish mechanisms for assuring that projects are completed on time and within budget.
- Maintain project records and prepare and submit a variety of reports.
- Serve as a resource to Homes for Good Department on long-term capital improvement plans, grant compliance, and other matters.



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- Perform as an effective team player, valuing the ideas and opinions of others and routinely collecting input as part of the decision-making process.
- Work proactively to ensure the Real Estate Division maintains excellence in operations and customer service and remains a desirable workplace for employees.
- Represent the Agency to the community and maintain good working relationships with community partners; sits on committees pertinent to division and organization goals and standards.
- Maintain up-to-date knowledge of regulatory requirements and best practices related to assigned areas of responsibility; conducts work tasks in a professional, timely, and complete manner.
- Employ a professional and courteous manner and works harmoniously with other staff and the general public.
- Perform other related duties as assigned.

## WHAT WE ARE LOOKING FOR

This job posting is open to current employees of Homes for Good Housing Agency only.

Studies have shown that women and people of color are less likely to apply for jobs if they don't meet every one of the qualifications listed. We are interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you meet key qualifications for the job, and believe you would be the best fit, we encourage you to apply.

Please use your cover letter to explain how you will accomplish parts of the job for which you have less experience. If you are unsure whether you meet the qualifications of this position, please feel free to contact us at [hr@homesforgood.org](mailto:hr@homesforgood.org).

## IDEAL QUALIFICATIONS

*The candidate will likely have knowledge and experience in the following areas:*

- Experience working with Low Income Housing Tax Credits, HOME Investment Partnership Program, and/or other affordable housing funding sources.
- Experience in real estate development or financing of housing programs.
- All phases of affordable real estate development/redevelopment from concept development to project implementation for both multifamily rental projects and single-family dwellings.
- Public and private sources of affordable housing financing including, but not limited to, LIHTC, HOME, CDBG and a variety of other public and private sources.
- Operations of multifamily rental properties.
- The principles and practices of project management methods for assuring project progress and costs are on schedule and within budget.
- The relationship between project construction standards and the ability of the owner to maintain the asset over a long period.
- Excellent verbal, written, and interpersonal communication skills.
- Federal, state, local and Agency laws, regulations, policies, and procedures related to assigned areas of responsibility and including those governing housing/community services.



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- Modern office equipment, practices, procedures and computer programs, including Microsoft Office suite of products. Current and relevant computer skills.
- Evaluate site conditions, develop alternative project concepts, and develop conclusions about project feasibility.
- Create complex spreadsheets for the financial modeling, forecasting, and analysis of real estate development projects.
- Negotiate and manage agreements and contracts.
- Create and maintain manual and computerized filing and record-keeping systems.
- Occasionally travel to a variety of other locations in Oregon or out of state and stay overnight.
- Work occasional evenings and extended hours to meet deadlines.
- Pass a background check and/or criminal history check.
- Analyze, evaluate, and reach sound conclusions on issues or problems. Resolve and/or direct resolutions; ensure follow up on outcomes.
- Communicate effectively, both verbally and in writing, with employees, Agency partners, clients, and the general public; deliver public presentations/trainings; prepare clear and concise reports; gain cooperation through discussion and mediation.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Learn, interpret, follow, and apply federal, state, local, and Agency laws, regulations, policies and procedures related to Agency operations and assigned areas of responsibility.
- Support Agency goals and values.
- Perform assigned tasks correctly and timely.
- Prepare and maintain accurate and complete records.
- Operate standard office equipment and computers including Microsoft Office products and Agency's enterprise suite. Use and learn new technology as required.
- Use tact, discretion, and diplomacy in dealing with sensitive and/or elevated situations.
- Demonstrate trustworthiness, good judgment, respectful interactions, and honesty beyond reproach.
- Maintain regular and consistent attendance and perform work without direct supervision.
- Recognize the value of each individual and cultural difference, and create a work environment where individual's differences are valued.

## **EXPERIENCE & TRAINING GUIDELINES**

Any combination of experience and training that would provide the knowledge, skills, and abilities to perform the job is sufficient. Typical combinations of training and experience would be:

### **EXPERIENCE:**

A minimum of three years of experience related to affordable housing finance and/or development.

### **TRAINING:**

A bachelor's degree with major coursework in areas such as finance, business, real estate, planning, public policy, or a related field.

### **LICENSE OR CERTIFICATE:**



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Possession of or ability to obtain an appropriate valid State of Oregon driver's license and be insurable at the standard rates.

## WHAT'S IN IT FOR YOU?

**COMPENSATION:** The pay range for this position is **\$41.22 to \$55.26 per hour (\$85,743.42 to \$114,930.40 per year)** with a generous benefits package which includes; time management starting at 20.33 hrs. per month, Agency paid health, dental and vision insurance after 1 month of employment, along with life insurance and a 12% contribution of your monthly salary into a retirement account after 6 months of employment.

## APPLICATION PROCEDURE:

[Click here](#) to complete an online application.

Applications will be reviewed for relevant experience, education, and training.

**POSTING DATE: Thursday, October 2, 2025**

**CLOSING DATE: Open until filled.**

This position is not subject to Union representation.

***Note:*** This is an equal opportunity employer and complies with State and Federal laws and regulations relating to the 1973 Rehabilitation Act, Section 504, and the 1990 Americans with Disabilities Act (ADA) and the 2009 Americans with Disabilities Act Amendment (ADAA). Homes for Good does not discriminate on the basis of disability status in the admission or access to its federally assisted programs or activities. Entrance Requirements: Homes for Good will establish or revise the entrance requirements of this position in order to provide a reasonable accommodation for a disability if doing so does not impose an undue hardship on the operation of the program. A reasonable accommodation may include, depending on the nature of the job duties, waiving the requirements for a physical examination and/or the requirement to possess or obtain a driver's license. It shall be the policy of Homes for Good to assist and encourage the employment of persons with disabilities who are able and qualified to perform the work for which they have applied. Disclaimer: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. This position specification is not an employment agreement or contract. Homes for Good has the exclusive right to alter this position specification at any time, without notice. This position specification is not an employment agreement or contract. Homes for Good has the exclusive right to alter this position specification at any time, without notice.