

URBAN REDEVELOPMENT AUTHORITY OF PITTSBURGH

DEPARTMENT: Housing Department
POSITION: Project Development Specialist

POSITION SUMMARY

The Project Development Specialist will work to advance the development of single family and/or small scale multifamily housing projects, with a strong focus on affordable housing in the City of Pittsburgh. This position will provide substantial guidance to housing developers and community development corporations. A large portion of the job is assisting departmental clients in securing private and public financing, as well as assembling development sites, providing project management services, and working with community stakeholders. This position requires excellent communication, analytical and problem-solving skills. The candidate should be familiar with single family and/or multifamily programs available to developers by the URA, local banks, non-profit organizations, the U.S Department of Housing and Urban Development (HUD), Pennsylvania Housing Finance Agency (PHFA), and other federal, state and local sources. The individual should also have a passion for public service and a desire to improve communities.

ESSENTIAL FUNCTIONS

- Manage assigned single family and small scale multifamily developments
 - Determine financing alternatives available to developers and assist with preparation of financing applications to public and private funding sources
 - Review and analyze applications for construction and/or permanent financing for developments with regard to the eligibility and the financial feasibility of the development, and the capability of the development team
 - Schedule, coordinate and analyze examinations made by the URA's technical staff of the project site, plans, and specifications and construction costs to support an acceptance or rejection of proposals
 - Assist development clients with the understanding of and compliance with public requirements and approvals and act as the developer's primary contact with the public sector to facilitate securing all required public approvals
 - Coordinate project team meetings with development team, URA technical staff and other parties as necessary to further development progress
 - Assist development clients with preparation of and compliance with Minority and Women's Business Enterprise (M/WBE) plans as required
 - Assemble and present completed financing proposals, including visual materials, to the URA's Real Estate Loan Review Committee
 - Review closing documents for accuracy, completeness and conformity to URA and department policies, guidelines and regulations and then coordinate and conduct loan closings
 - Maintain and organize project files in accordance with established procedures
 - Input project information into Salesforce and Portfol systems as required
 - Maintain and manage development budgets and process stage payments for construction and soft costs. At the end of the project, reconcile all project sales proceeds.
 - Review and evaluate all items related to project construction and correspond with URA Engineering & Construction Department from initial review of plans, specifications and costs through final build-out and sale of project, including all change orders
- Provide development assistance to the Pittsburgh Housing Development Corporation (PHDC)

- Act as primary PHDC contact for community partners, project general contractors, architects and other professional service providers during project development period
- Coordinate development team meetings as needed to facilitate development progress
- Secure all necessary public approvals required to implement the project, including Zoning Board of Adjustment, Planning Commission and other public bodies.
- Monitor sales activity and make recommendations regarding alternative marketing methods, financing incentives or other issues to further sales activities
- Produce and analyze housing development budgets and proformas
- Work with URA Real Estate Department and/or other parties on property acquisition
- Work with various federal, state and local agencies and lenders to coordinate project financing
- Represent the URA at banking, finance, development and other conferences, seminars, etc., as required by department needs or interests
- Participate with other URA staff, the Department of City Planning and/or other stakeholders in the development of neighborhood and/or project plans
- Other duties as may be required

QUALIFICATIONS

- This position requires a Master's Degree in Business Administration, Public Administration, Planning or a related field, plus two (2) years related experience, or a Bachelor's Degree and specialized training in housing finance and development, plus at least three (3) years related experience.
- The demonstrated ability to establish and maintain excellent working relationships with co-workers, individuals, agencies, private and public lending institutions, and community organizations is required
- Knowledge of housing development and/or financing is also preferred
- Excellent verbal and written skills required
- Customer service skills required
- Knowledge of Microsoft Word, Excel, and PowerPoint required
- Knowledge of Microsoft Access is desired but not required
- Another combination of education, experience, knowledge and abilities demonstrating the qualifications necessary to perform the duties of this position would also be considered
- **City residency is a condition of employment.**

Salary Range: \$45,000-\$60,000

The URA is an equal opportunity affirmative action employer. All qualified applicants will receive consideration without regard to race, religion, color, gender, age, national origin, ancestry, disability, sexual orientation, gender identity, gender expression, political, and/or union affiliation.

AN APPLICANT MUST BE A CITY OF PITTSBURGH RESIDENT, OR BECOME ONE AS A CONDITION OF EMPLOYMENT AT THE URA.

Please email resume and letter of interest to:

Columbus C. Brooks, GCDF
Human Resources Manager
Urban Redevelopment Authority of Pittsburgh
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