

## **URBAN REDEVELOPMENT AUTHORITY OF PITTSBURGH**

### **DEPARTMENT: Housing Department POSITION: Project Development Specialist**

#### **POSITION SUMMARY**

This position is for a Project Development Specialist in the Housing Department at the Urban Redevelopment Authority of Pittsburgh (URA). This position reports to the Manager of Residential Development.

The Project Development Specialist will work to advance the development of mid to large-scale single family and/or 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 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 financing with regard to the eligibility and the financial feasibility (including proformas, revenues, operating expenses, and financing) 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
  - Assist development clients in securing financing, including Low Income Housing Tax Credits and other affordable housing funding sources
  - 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; coordinate and conduct loan closings
  - Coordinate with developer, bond counsel, underwriter, and financial advisor in the scheduling, marketing and closing of multifamily bond issues
  - 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; 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
- Simultaneously manage multiple housing projects in various stages of development
- 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 preparation of Request(s) for Qualifications (RFQ), Request(s) for Proposals (RFP) for development sites, financing and/or professional services and the review and analysis of submitted responses.
- 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 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 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 are required.
- Mature judgment with an ability to support and explain reasoning for decisions is required.
- Ability to think creatively and problem solve while staying within guidelines is required.
- Customer service skills are required.
- Knowledge of Microsoft Word, Excel, and PowerPoint is required.
- Knowledge of Microsoft Access and Salesforce 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:** \$50,000-\$65,000

**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  
Executive Human Resources Manager

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11/26/18