

Job Title: Project Manager of New Market Tax Credit (NMTC) Economic Development
Closing Date/Time: Open Until Filled; First review **Friday, September 8, 2016**

DESCRIPTION

Housing Kitsap (HK) is an applicant and developer applying New Market Tax Credit (NMTC) funding for use towards developments in economically distressed communities. HK has received and placed several million dollars of funding for developments including community facilities and health care clinics, and hotels that add jobs and help address education, health and service needs. HK, working with its partner Community Development Entity (CDE) plan to create additional mixed-use commercial developments that also provide housing, small business opportunities as well as health and welfare education in Kitsap County as well as across the State. Our ideal candidate must be committed to working on behalf of non-profit agencies serving low-income communities.

JOB SUMMARY

Under the direction of the Executive Director, serve as senior staff and advisor providing project planning and coordination, feasibility testing, entitlement and consultant management, community outreach, and public relations for the agency. This position will plan, direct, and perform the NMTC development work of HK including project and pipeline development, supporting planning and entitlements, financing, partnership structure, as well as participate in development, and evaluation tools, and construction, grant writing as necessary and coordination of transfer to management of all new projects. This position will oversee the drafting and implementation of a NMTC business strategy for HK and the CDE to ensure that the needs of low-income communities served by HK are realized. This position will work with the Executive Director, HK's Board of Commissioners, the Board of Directors of the CDE and staff to develop and manage the HK pipeline of NMTC projects and developer relationships. The position will foster relationships with community partners, locally, and Statewide as well as within the NMTC industry. Finally, this position is responsible for tracking changes to the NMTC program, monitoring the application cycles, and staying current with best practices for deal and project structuring.

Salary: \$75,000 - \$90,000 per year DOQ; In addition to salary you receive a full medical/dental/vision benefit package, retirement, as well as paid holiday, vacation, and sick time.

Job Type: Regular; Full-Time, Exempt.

www.housingkitsap.org/careers to view entire job description and to apply.