

ASSOCIATE HOUSING DEVELOPER

Job Description

Job Title:	Associate Housing Developer	Job Category:	Professional Level
Department/Group:	Housing Development	Job Code / Req#:	AHD-001
Location:	Dallas, Texas	Travel Required:	Light Travel
Level/Salary Range:	\$48,000 - \$70,000	Position Type:	Full Time
HR Contact:	CEO Christopher Lewis	Job Blend:	Office/Virtual

Position Overview

The Associate Housing Developer supports the planning, financing, and execution of affordable housing development projects across Dallas County. Reporting to the Chief Operating and Housing Development Officer, this role is focused on development project support, including research, financing preparation, contractor coordination, and community engagement. This position does not carry operational or administrative management responsibilities.

Essential Function Areas

Development Project Support (70%)

Assist in the preparation and submission of housing development financing packages and project documentation.

Community Engagement (20%)

Support outreach and engagement activities in neighborhoods where housing development activity is taking place.

Research and Reporting (10%)

Conduct site, market, and funding research; compile data for grant applications, annual reports, and board presentations.

Responsibilities

- Assist in preparing housing development financing packages, including low-income housing tax credit (LIHTC), tax-exempt bonds, HUD financing, and soft funding sources
- Support the COHDO in tracking and coordinating all phases of active development projects
- Research available public and private funding sources and assist in drafting applications and proposals
- Coordinate with housing development contractors under direction of senior staff, including scheduling and document collection
- Assist in maintaining and auditing construction files and project records
- Conduct neighborhood, market, and site analysis to support feasibility assessments
- Support community engagement activities, including attending public meetings, preparing materials, and coordinating with community partners
- Assist in compiling data for grant requests, annual reports, and board presentations
- Participate in bi-weekly team meetings and provide status updates on assigned tasks
- Perform other related duties as assigned by the COHDO or CEO

Minimum Qualifications

- Bachelor's degree in urban planning, real estate development, public policy, finance, or a related field

- 1 to 3 years of experience in affordable housing, community development, real estate, or a related field; internship experience considered
- Familiarity with affordable housing financing tools, including LIHTC, HOME funds, CDBG, or public facility corporation structures
- Strong written and verbal communication skills, including comfort presenting to community groups or government entities
- Proficiency in Microsoft Office; experience with project management or document tracking tools preferred
- Ability to manage multiple tasks and meet deadlines in a fast-paced environment

Preferred Qualifications

- Experience with Dallas-area community development financing, including Dallas Public Facility Corporation or Texas Department of Housing and Community Affairs programs
- Bilingual in English and Spanish
- Experience working with nonprofit organizations or community development corporations
- Construction material procurement experience, including vendor sourcing, bid comparison, and materials coordination for residential development projects

Characteristics

- Collaborative team member with a strong work ethic and attention to detail
- Self-motivated with ability to work under general supervision
- Commitment to equitable and affordable housing in underserved communities
- Professionalism and adaptability in public-facing and government settings

Compensation Note

The salary range of \$48,000 to \$70,000 reflects market data for associate-level nonprofit affordable housing development roles in the Dallas-Fort Worth metropolitan area. Placement within the range is based on experience, demonstrated knowledge of affordable housing finance, and relevant certifications.