



About Affirmed Housing

Headquartered in San Diego for 30 years, Affirmed Housing is dedicated to improving and sustaining residential life for Californians through the development of affordable housing. The company aims to enhance communities and our environment by building and operating vibrant, professionally-managed, eco-friendly, affordable multifamily housing. Affirmed guides its award winning projects through site selection, design and permitting, financing, construction, and operations by leveraging its extensive knowledge of public and private investment, including low-income housing tax credit and tax-exempt bond financing. The company has sourced nearly \$3 billion for affordable and supportive housing developments throughout the state, with over 5,000 homes produced in 73 apartment communities. For more information, visit www.affirmedhousing.com.

Responsibilities:

- Manages multiple projects from acquisition through project lease up and 8609's
- Assists the Acquisition team in identification, research, concept design, underwriting and acquisition of properties suitable for development
- Creates and maintains project proformas, schedules and task lists
- Selects and manages development consultants and directs project design from concept through construction permitting
- Manages and obtains project entitlements
- Prepares and submits public funding applications to public agencies including but not limited to TCAC, CDLAC, CalHFA, HUD and local city and county agencies with the assistance of an APM
- Under the direction of the CFO, selects lender and equity partners and manages construction and permanent loan closings.
- Supports SVP of Construction as needed during project construction
- Coordinates with Director of Asset Management, Director of Supportive Housing and property management firm during lease-up and stabilization
- Responsible for project budgeting, budget reconciliations, and cash management
- Performs other duties as needed to contribute to Affirmed's ongoing success
- Reports to Director of Development

Qualifications:

- Bachelors degree preferred, but may be substituted with applicable experience
- Prior experience in affordable housing development and financing is required
- Must be proficient at writing and financial analysis
- Expertise required in MS Excel, Project, Word, PowerPoint, and Outlook
- Must be an organized self-starter with strong interpersonal communication skills
- Must work well under pressure

Compensation:

- Depends on experience and ability to contribute – competitive salary, bonuses and benefits

Please submit cover letter and resume to mellody@affirmedhousing.com