

## Job Posting: Developer (Affordable Housing)

Location: Fargo, ND (with up to 25% travel)

Status: Full-Time, Exempt

Salary Range: \$83,400 – \$139,000

Reports To: Development Director

### About Beyond Shelter, Inc.

At Beyond Shelter, Inc. (BSI), we are committed to improving lives and creating communities by developing and sustaining housing for those most in need. We believe in the power of collaboration, innovation, and community partnerships to make a lasting impact.

### About the Role

As a Developer, you will play a key role on our development team, leading efforts to create attractive, fiscally sound affordable housing projects. You'll work closely with internal teams and external partners to bring projects from concept to completion—ensuring alignment with community needs and BSI's mission.

### Key Responsibilities

- Project Development & Coordination
  - Lead and manage affordable housing development projects from concept through completion, ensuring alignment with timelines, budgets, and strategic goals.
  - Develop and maintain detailed project plans, schedules, and task assignments using project management tools and methodologies.
  - Coordinate with investors, builders, consultants, and community partners to ensure timely execution and compliance with funding and regulatory requirements.
  - Prepare and review funding applications, contracts, and financial documents with attention to risk mitigation and resource allocation.
  - Monitor project performance and proactively address issues to keep projects on track.
- Team Collaboration & Project Management
  - Demonstrated experience managing complex, multi-phase development projects, ideally within affordable housing or community development sectors.
  - Proven ability to coordinate with diverse stakeholders, including public agencies, community partners, contractors, and internal teams.

- Strong organizational skills to oversee timelines, budgets, and compliance requirements across multiple concurrent projects.
  - Collaborative mindset with a track record of contributing to cross-functional teams and navigating challenges in dynamic, mission-driven environments.
  - Excellent communication and problem-solving skills to ensure project alignment with funding requirements, regulatory standards, and community needs.
  - Represent BSI at conferences and networking events to build partnerships and visibility.
- Organizational Support
    - Uphold BSI's values and reputation in the affordable housing community.
    - Support continuous improvement by documenting lessons learned and refining project workflows.
    - Participate in cross-training and professional development.
    - Maintain confidentiality and accuracy in all financial and partner interactions.

### Qualifications

- Bachelor's degree in business, public administration, finance, urban planning, or related field.
- Minimum 3 years of experience in real estate development, preferably in affordable housing, with demonstrated project management experience.
- Proficiency in project management software (e.g., MS Project, Asana, Trello) and methodologies (e.g., Agile, Waterfall).
- Strong financial acumen and understanding of government financing regulations.
- Excellent communication, multitasking, and leadership skills.
- Ability to manage multiple projects and priorities in a fast-paced environment.
- Valid driver's license and ability to travel up to 25%.

### Why Join Us?

- Be part of a mission-driven, collaborative team making a real difference.
- Engage in meaningful projects that shape communities.
- Enjoy a supportive work culture that values growth, inclusion, and innovation.

### Apply Today!

#### **EEO STATEMENT**

It is the continuing policy of Beyond Shelter, Inc. to afford equal opportunity to qualified individuals regardless of their sex, race, creed, disability, or national origin, and to conform to applicable laws and regulations. Equal opportunity encompasses all aspects of employment practices to include, but not be limited to, recruiting, hiring, training, compensation, benefits, promotions, transfers, layoffs, recall from layoffs, discipline, and agency-sponsored educational, social, recreational programs. Additionally, it is the policy of this agency to provide its members with a viable means for communicating and

resolving grievances and complaints regarding unlawful discriminatory employment practices. Any employee of Beyond Shelter, Inc. who fails to comply with this policy is subject to appropriate disciplinary action.