



Single Family Developer Job Description

Objective:

The Single Family Developer position will assist the Director of Single Family Housing with all aspects of affordable housing development activities, including pre-development, development and construction, and marketing of houses for sale.

The Single Family Developer reports to the Director of Single Family Housing.

Specific Duties Include:

Development activities include all phases from designing sites and houses to developing and reviewing construction, and marketing to low-income, moderate-income, and market rate homebuyers, as follows:

- Assist in pre-construction activities, such as developing and distributing bid packages, assisting in preparing sites for construction (getting trees trimmed, etc), and contributing ideas toward site and house designs.
- Use AutoCAD software to develop site plans and other simple drawings to facilitate the development and marketing processes.
- Obtain building permits, sidewalk variances, utility availability letters, soils tests, environmental studies, and other necessary documentation for the building process.
- Interface with buyers and assist in determining buyer selection options (paint colors, counter and floor selections, etc.) for houses to be built.
- Monitor and facilitate construction activities, coordinate inspections, and develop punch lists and follow through with contractors to address both Avenue CDC's and buyer's punch/repair requests.
- Conduct "Buyer Walk Through" with Builder to educate buyers on the use and maintenance of their new home prior to house closing.
- Manage home maintenance process after contractor turns over houses to Avenue CDC. This includes turning on utility services, keeping houses clean, neat and stocked as needed, and maintaining that lawns are watered, trimmed and free of ants and weeds. This position will contract outside support (i.e. lawn maintenance), as needed.
- Manage the homeowner warranty process, which includes creating the homeowner manuals, and distributing them with keys to homeowners after each closing funds. At this time, appropriate explanations will be made to the new owners concerning utilities and warranties. In addition, the responsibility includes communicating with homeowners in their tenth month of ownership, to determine if they have any warranty requests to turn in prior to completing their first year as homeowners, and following up on all warranty requests timely and to a successful conclusion.
- Use Adobe Photo Shop and Illustrator, as well as Microsoft Publisher, PowerPoint, and/or Word to develop marketing materials (signs, flyers, brochures) for the houses.
- Update program information on the Avenue website.



- Assist in marketing activities, as follows: 1)Coordinating details for marketing events such as open houses and grand openings as needed; 2)Meeting potential homebuyers and educating them regarding Avenue and our houses; 3)Circulating marketing flyers and interacting with staff to “get the word out” regarding available houses for sale.
- Coordinate payments on construction draws and invoices while maintaining accurate records of all transactions.
- Assist in researching and applying for funding opportunities to support development projects.
- Further improve our building efforts by such activities as researching affordable green construction materials and energy efficient methods for use in Avenue’s houses.
- Assist in revising development procedures as they change.
- And perform other duties as assigned.

Preferred Qualifications and Characteristics:

The ideal candidate will be self motivated and able to work both independently and in group settings. The desire to learn, contributes, and be part of a team. The ability to complete tasks and projects in a timely manner is essential. Avenue is seeking an individual with excellent communication and organizational skills. This individual must be very comfortable talking with people in the community and initiating contact with professionals (builders, architects) outside the organization. This position requires someone with strong analytical skills, who is comfortable working with numbers and excel sheets. Additional requirements include:

- A Bachelor’s degree with a background (either education or work experience) in architecture, construction, real estate, and/or interior design
- Knowledge of real estate development or construction
- Strong computer skills including Adobe Photoshop and Illustrator; Microsoft Publisher, Word, Excel, and PowerPoint and AutoCAD design software
- Bi-lingual capability (English/Spanish) preferred
- Valid driver’s license

About Avenue CDC

Avenue is a non-profit agency founded in 1991 by residents of the Old Sixth Ward. Avenue’s mission is to build affordable homes and strengthen communities. Avenue serves the greater Houston metropolitan area, with a particular focus on the Northside communities near Downtown Houston. Avenue develops single-family affordable housing for homeownership and develops multi-family affordable rental housing. In addition, we provide homebuyer education and counseling, supportive services to residents, promote community-based economic development, and community building and engagement opportunities.

To Apply:

Qualified candidates should send a resume, cover letter, salary requirements, and at least 3 professional references, via e-mail to: employment@avenuecdc.org . Please type “Single Family Developer” in the subject line of the e-mail.

ONLY E-MAIL APPLICATIONS WILL BE ACCEPTED – No Phone Calls Please.

Avenue CDC is an Equal Opportunity Employer