

**ENTERPRISE COMMUNITY PARTNERS
JOB POSTING**

SENIOR PROGRAM DIRECTOR – Pacific Northwest

Summary:

The Senior Program Director is a new position created to support the expansion of Enterprise's work in the Pacific Northwest. This position is responsible for developing and managing affordable housing and community development activities in Enterprise program locations in the Pacific Northwest, with a primary focus on the Seattle and Portland metro areas. This position reports to the Pacific Northwest Impact Market Leader, and may be based in either Seattle, WA, or Portland, OR.

Responsibilities:

- Develop and manage new programmatic initiatives to support affordable housing development, particularly related to preservation, transit-oriented development and green building;
- Deliver technical assistance on affordable housing and facility development projects;
- Manage relationships with partners, including affordable housing developers and owners, public sector agencies, lenders and other private funding organizations;
- Actively collaborate with Enterprise business lines to identify new opportunities to market Enterprise's full range of products to existing and new customers;
- Prepare and present funding proposals to support Pacific Northwest activities, and prepare progress and activity reports as required by internal customers and funders;
- Develop and manage project budgets;
- Represent Enterprise at external events.

Qualifications:

- Undergraduate degree and at least eight (8) years of experience in relevant community development, public policy, government, banking and finance, nonprofit, or real estate development experience; graduate degree may substitute for up to two (2) years of experience.
- Experience in affordable housing development, finance and/or asset management and familiarity with affordable housing industry in Oregon and/or Washington.

- Experience with nonprofit organizational development and delivery of technical assistance desired.
- Excellent organizational and project management skills.
- Superior written communication skills, including editing and proofreading, and experience with preparation of successful funding proposals.
- Excellent presentation and negotiation skills, able to represent Enterprise in a variety of settings.
- Evidence of commitment to social and environmental justice and public service.
- Successful experience working in a team setting, with experience working with “virtual” teams including colleagues located across multiple offices desired.
- Flexible work style and ability to adapt to evolving work program in a growing office.
- Ability to travel up to 20% of time.