



**Organization:** Partners for Better Housing  
**Position:** Real Estate Development & Construction Manager  
**Reports to:** Chief Executive Officer (CEO)  
**Location:** Northwest Arkansas (Fayetteville)

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### **About Partners for Better Housing**

Founded in 2007, Partners for Better Housing is a non-profit 501 (c)(3) housing development organization endeavoring to build quality workforce housing and facilitate upward mobility for modest and moderate-income families in Northwest Arkansas (NWA). Through the grassroots efforts of many community stakeholders over the past 15 years, Partners is now proudly poised to scale our programs, leverage our development expertise, and champion effective housing policy to meaningfully address housing challenges in Northwest Arkansas.

It is because of our growth that Partners for Better Housing is seeking a Real Estate Development and Construction Manager. This newly created position is made possible by a three-year capacity building grant funded by the Walton Family Foundation. This position will primarily run out development functions at our Homes at Willow Bend site and pursue and establish new development opportunities for the organization. The general responsibilities are as follows:

### **Responsibilities**

- Coordinate with third-party construction team to ensure proper procedure and protocols are followed.
- Interact with local government offices regarding permitting and engineering.
- Coordinate with Project Architect and Engineer to ensure design standards and draws are accurate.
- Review all construction draws and project close-outs to ensure final accounting is accurate.
- Prepare accurate proformas, sources and uses and operational budgets for development assets.
- Ensure homes are developed in keeping with the site design.
- Pursue the acquisition of land and structures as appropriate for additional development.
- Participate in strategic planning process.
- Define and refine development operations and procedures.
- Prepare and present development reports at Partners Board of Directors meetings.
- Coordinate with third-party Realtor to support the sale of single-family homes.
- Coordinate with partner developers to ensure the best experience for both the developer and homebuyers.

### **Requirements**

- Bachelor's degree.
- 5 years of experience in construction project management, single family, and multi-family housing development.
- Experience using Microsoft Office Suite and Project Management software.
- Experience developing housing with diverse sources including federal, state, and local grants and loans.
- Ability to work well with others, attention to detail and organizational skills are essential to this position.

### **Our Team**

Partners is proud to be an equal opportunity employer. We believe that diversity of background and perspectives are attributes that make us a stronger organization, more capable of fulfilling our mission. We are working to grow and foster a diverse, highly committed, skilled, and collaborative staff. We do not discriminate against any applicant for employment because of race, skin color, ethnicity, religion, gender, sexual orientation, national origin, disability, age, marital status, military status, pregnancy, or parenthood.

If you are interested in joining our team, please send your cover letter, resume and signed [application](#) to Monique Pierre: [Monique@partnersforbetterhousing.org](mailto:Monique@partnersforbetterhousing.org). This position will remain open until filled.