



**HOUSING  
DEVELOPMENT**  
*consortium*

*"Affording Opportunity"*

# HOUSINGnews

Housing Development Consortium Monthly Newsletter

May 31, 2005

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## Pearls of Wisdom

*Pioneers in Nonprofit Housing Celebrate Milestone Anniversaries as the Industry Looks to the Future*

As HDC members begin to take a serious look at the future of the nonprofit housing industry, we may learn something about how to take leaps of faith from four of our members who are celebrating milestone anniversaries. SCIDPDA was founded in 1975 and Common Ground, Housing Resources Group, and Plymouth Housing Group were founded in 1980. What was happening to cause a cluster of nonprofit housing development organizations to be created at a time when there was no state Housing Trust Fund, no Seattle housing levy, no predevelopment funding, and no developer fees for nonprofits?

Nancy Smith was on the boards of Common Ground, PHG, and HRG at various times during their early years. She also served as director of PHG, followed by a long stint as director of HRG, then known as Seattle Housing Resources Group or "shrug." Nancy says the loss of downtown housing was on everyone's minds. After the tragic Ozark Hotel fire in 1970, the City of Seattle passed a stringent fire code. Private owners of many of the SRO hotels found it too costly to meet the code, so they closed down the housing portions of their buildings. In a few short years, the number of housing units dropped from around 20,000 to the infamous 7,311—the number existing when the City finally did a census of how much housing was left!

**Plymouth Housing Group**, celebrating its 25th anniversary, was the brainchild of Plymouth Congregational Church which had a task force to look at homelessness and the loss of housing. It formed a nonprofit to help owners manage their SRO buildings. PHG got a CDBG grant of \$33,000 to lease and fix up the Seven Seas, using volunteers to clean out and paint the property. Next, they leased the entire Lewiston Hotel for \$600/month from the owner!

**Common Ground**, also celebrating its 25th anniversary, was started with sponsorship from a number of churches to leverage their resources. Many churches had unused houses, land or parking lots, in addition to concerned congregations who could volunteer or donate funds, furniture and equipment. Common Ground was successful in getting the City of Seattle to set up a fund to retrofit SRO's to meet the fire code. Over the years, Common Ground has helped many churches and social service organizations provide low income housing.

**The Seattle-Chinatown International District Preservation and Development Authority** is celebrating its 30th anniversary. Community activist Uncle Bob Santos had worked to gain recognition of the neighborhood's historical and cultural importance to the Chinese, Japanese, and Filipino communities and the area would soon be taking in immigrants from Southeast Asia. The community needed a community center, and the huge centrally-located Bush Hotel became available. Its upper floors were SRO housing, with two floors of commercial that could be turned into a community center. At the urging of the community, SCIDPDA was set up by the City of Seattle under a relatively new state law authorizing public development authorities, with the Bush Hotel as its first project. SCIDPDA's most recent developments are Village Square I and II—major mixed used new developments combining housing, retail, day care, and social services.

**Housing Resources Group** is celebrating its 25th anniversary. It was created by the downtown Seattle business community who were worried about the threat of a rent control ballot measure and wanted to do something to keep housing affordable. Today, HRG owns and operates 1,600 units and has helped numerous other nonprofits develop housing.

### Upcoming HDC Meetings

- **HDC Board Meeting**  
Wednesday, June 1st  
9:00 am - 10:30 am  
AHW, 2014 E. Madison
- **HDC Monthly Member Meetings**
- Friday, June 10th  
Noon - 1:30 pm  
28th Floor Board Room  
WSHFC, 1000 2nd Avenue
- Friday, July 15  
Noon - 1:30 pm  
28th Floor Board Room  
WSHFC, 1000 2nd Avenue
- No August Meeting
- **HDC Tax Credit Affinity Group**  
Wednesday, June 29  
11 a.m. - 1 p.m.  
(Bring your lunch)  
28th Floor Board Room  
WSHFC, 1000 2nd Avenue

For more information, contact  
Jessica Hopkins at  
206.682.9541 or  
[jessica@housingconsortium.org](mailto:jessica@housingconsortium.org)

# The Weather in Washington, DC

*HDC attends National Low Income Housing Coalition's annual meeting & lobby day.*

In early May HDC advocacy director Ben Gitenstein traveled to Washington DC to take part in the National Low Income Housing Coalition (NLIHC) annual conference & lobby day. Trainings and discussions covered topics from the federal budget process and outlook to tax credit projects and the most effective community organizing tactics. On the lobby day Ben worked alongside The Washington Low Income Housing Alliance (who bore the brunt of the logistical challenge) as well as managers and tenants from the **Low Income Housing Institute** to meet with staff from both Senator Murray and Senator Cantwell's office, as well as Rep. McDermott, Rep. Larsen, Rep. Hastings, and the housing staff of Rep. Reichert's office.

While all of the meetings were successful, the most promising was with Reichert's staff. Reichert, newly elected this past November, is still establishing his political priorities and is open to dialogue on the critical need for federal support of affordable housing in his district. In particular, Rep. Reichert cares very much about domestic violence issues. His staff was receptive to the connection between the work of HDC members and the prevention of and recovery from domestic violence.

HDC will continue to work through the Alliance as well as independently to ensure that the voice of the nonprofit community and the people they serve is heard in the halls of congress.

## Federal Legislative Issues

*From NLIHC "Memo to Members" 5/23/05*

### **S. 771 The State & Local Housing Flexibility Act Update**

The State and Local Housing Flexibility Act of 2005, introduced by Senator Wayne Allard (R-CO) as S. 771, would make sweeping changes for the voucher and public housing programs. The bill greatly expands the number of public housing agencies that would be eligible to become Moving to Work sites and the types of programmatic flexibilities they would have. The bill would also limit the use of enhanced vouchers, which protect residents of project-based Section 8 housing at risk of losing their housing, to 12 months.

The Housing and Community Opportunity Subcommittee of the House Financial Services Committee held a hearing on H.R. 1999, The State and Local Housing Flexibility Act of 2005, on May 17.

A central theme of the hearing was the funding crisis in the voucher program and the need for the authorizing committee to restore stability and predictability to voucher funding. The two other issues that took up much of the hearing were changes to income targeting and restrictions on portability. The majority of the witnesses, including PHA directors, agreed that altering the income targeting in the voucher program was not the right approach for reforming the program.

### **CDBG Update**

The budget threat to CDBG continues apace. The President is seeking to consolidate 18 disparate programs, including CDBG, into a single program. That program could face a cut of as much as 35%. NLIHC and others have worked to circulate a letter in support of CDBG to key House members and has testified repeatedly at hearings on the critical role CDBG plays in communities and the need to fully fund the program.

### **Minimum Wage Bills Introduced**

Senator Edward Kennedy (D-MA) and Representative George Miller (D-CA) introduced S. 1062 and H.R. 2429, respectively, on May 18. The bills amend the Fair Labor Standards Act of 1938 to provide for an increase in the Federal minimum wage to \$7.25 an hour.

According to a May 18 Children's Defense Fund report, increasing the minimum wage to \$7.25 an hour would lift the earnings of million of low income workers. Today's federal minimum wage of \$5.15 an hour, which was last increased eight years ago, only covers 40% of the costs of a single parent raising two children.

### **The National Housing Trust Fund: Campaign Update**

#### **Bill gets out of committee**

The Financial Services Committee of the U.S. House of Representatives approved the "Federal Housing Reform Act of 2005," a bill to strengthen federal regulation of Fannie Mae and Freddie Mac. The bill also expands these government sponsored enterprises' missions to provide more affordable housing.

The mission component of the bill includes a provision that 5% of the companies' after tax profits be dedicated to affordable housing funds. The initial estimate is that 5% of their profits will be \$400-\$600 million in the first years and will go as high as \$1 billion annually eventually.

The affordable housing funds are to be used to benefit extremely low and very low income families, though the bill does not prescribe how much should be used for each income group. The funds can be used for capital grants for the production, preservation, and rehabilitation of rental housing, as well as assistance for first time homebuyers. One eighth of the funds is set aside for a leverage fund to support housing and economic development. The funds may be used only for direct housing purposes and cannot be used for administrative expenses. At least 10% of the funds are to go for home ownership. There is a preference for projects that will benefit extremely low income families. Fannie Mae and Freddie Mac will administer their respective funds, with strict oversight by an Affordable Housing Board based at the new independent regulating agency.

#### **Advocacy Needed**

The bill was voted out of committee by a vote of 65 to 5 and now heads to the House floor, as early as the second week in June. The White House wants more restrictions placed on Fannie and Freddie and objects to the affordable housing fund, so *considerable advocacy is needed to assure smooth passage out of the House.*

Similar legislation is in development in the Senate. The Senate Banking Committee took up a bill to regulate Fannie Mae and Freddie last year in the 108<sup>th</sup> Congress. The overall bill was voted out of committee on a partisan vote and was never taken up by the full Senate. However, a provision to set up an affordable housing fund with 5% of Fannie and Freddie profits had unanimous support.

*Source: NLIHC Memo to Members 5/23/05*

## What's happening this summer?

Add these events to your summer calendar:

1. **8/2/05: Housing Committee interim work session in East King County. Tentative.** HDC is helping to organize this interim meeting of the state House Housing Committee. It will focus on "the challenges to achieving adequate affordable housing in Washington and goals for improvement." Time and Location TBD. Stay tuned for more information.
2. **8/1/05-9/1/05: The August federal recess.** The U.S. House and the Senate go on recess for all of August, making this an important time to connect with your Congressman and both of our Senators. Offer to give them or their staff a tour of your developments and to meet some of the people you serve. To find out more go to: [www.housingconsortium.org/advocacy/index.php](http://www.housingconsortium.org/advocacy/index.php)

## Advocacy Action Corner

### What You Can Do To Help Affordable Housing Through Advocacy

#### 1. Thank our friends in Olympia!

2005 was a tremendously successful session for affordable housing. Victories across the board brought more resources and lowered barriers making our work easier and helping to bring more people in need a decent place to live. Please thank the following state legislators who fought hard on our behalf and who represent parts of King County:

- Rep. Frank Chopp: [chopp.frank@leg.wa.gov](mailto:chopp.frank@leg.wa.gov)
- Rep. Hans Dunshee: [dunshee.hans@leg.wa.gov](mailto:dunshee.hans@leg.wa.gov)
- Sen. Darlene Fairley: [fairley.darlene@leg.wa.gov](mailto:fairley.darlene@leg.wa.gov)
- Rep. Fred Jarrett: [jarrett.fred@leg.wa.gov](mailto:jarrett.fred@leg.wa.gov)
- Sen. Rosemary McAuliffe: [mcauliffe.rosemary@leg.wa.gov](mailto:mcauliffe.rosemary@leg.wa.gov)
- Rep. Mark Miloscia: [miloscia.mark@leg.wa.gov](mailto:miloscia.mark@leg.wa.gov)
- Rep. Eric Pettigrew: [pettigrew.eric@leg.wa.gov](mailto:pettigrew.eric@leg.wa.gov)
- Rep. Larry Springer: [springer.larry@leg.wa.gov](mailto:springer.larry@leg.wa.gov)

#### 2. Make an appointment to meet your Senator and Congressman and tell them to make affordable housing a priority.

The U.S. House and the Senate will adjourn for the month of August. This is a great opportunity to spend twenty minutes with your federal elected officials. To find out more go to: <http://www.housingconsortium.org/advocacy/index.php>

# The 2005 State Legislative Session: A Banner Year For Affordable Housing

### Housing Trust Fund Reaches \$100 million !

After a long fight and a Senate budget that fell short of our goal the final budget included \$100 million for the Trust Fund. This is a huge victory for affordable housing!

### HB 1074 –

#### Increase the HTF Administrative Cap by 1%.

This increase brought the cap from 4% to 5%. This does not require new money, but utilizes repaid old money. This will have a direct impact on the ability of the HTF to move projects forward.

### HB 1272 – LEED Silver Standards for Major Facilities Funded by State Capital Budget.

This bill requires LEED Silver standards for all facilities with 5,000 gross square feet of occupancy that receive money through the Capital Budget. After pressure was brought by HDC and its members, the bill was amended to require CTED, with input from stakeholders, to adopt an existing housing-oriented standard by 2008 for projects funded through the Housing Trust Fund.

### FYI - 2004 Manufactured Home Law Takes Effect

The "Manufactured Home Law" of 2004 takes effect July 1, 2005. It requires cities to accept manufactured homes meeting federal standards into areas zoned for single-family. To learn more see RCW 35.63.160

### E2SHB 2163 -

#### Homelessness Housing and Assistance Act.

Using a \$10 document recording fee surcharge, the bill creates a homeless housing grant program, with roughly 40% going to CTED and 60% going to the county of origin. Requires CTED to conduct an annual statewide homeless census and prepare a statewide 10-year homeless program strategic plan. The Governor vetoed a provision of the bill calling for an interagency council on homelessness. She expects to create her own in the coming months.

### SB 5767– Developing Plans to Address the Housing Needs of Homeless Persons.

Seen as a complimentary bill to E2SHB 2163 and its new funding source. All counties must create a task force to develop a ten-year plan, addressing short and long-term housing solutions for the homeless. Every city and town is required to participate in its respective county's task force.

### HB 1848 – Condo Defect Disputes.

This bill results from an agreement reached by a legislative task force on third party inspections and arbitration, as required by last year's condo bill, which HDC supported. After a last minute challenge, the bill was signed by the Governor.

# May Affinity Group Updates

## Funding Coordination Affinity Group

The FCAG met on Wednesday May 4th at CHHIP to review the new generic funding application format. Applicants generally found the new format to be OK and relatively easy to navigate. There were a few areas identified where further clarification of required information is needed, and where some of the questions are redundant. Applicants also expressed concern over how the State is handling the Capital Needs Assessment requirement, and questioned whether some of the new formatting (e.g. Form ! summary and new schedule form) actually resulted in an easier review process for staff. The consensus, however, was not to recommend any changes to the format for the Fall round, although the State will be encouraged to utilize the City's version (City staff re-formatted the State application for the Spring round, making it much more user-friendly). We will de-brief with staff after the current review process is complete, and will recommend a few revisions for the 2006 NOFA packet. Please contact **Sue Cary** at CHHIP (329-7303) with any questions or comments.

## Tax Credit/Bond Cap Affinity Group

The Tax Credit/Bond Cap Affinity Group met on May 18th at the Washington State Housing Finance Commission. They discussed several issues that were unaddressed from last year including; the 40% cap on King County, a way to deal with 100% homeless projects, new construction biases, and the need for a higher per unit cost for units with 4+ bedrooms. Also, Steve Walker discussed several areas that the Washington State Housing Finance Commission would be addressing this year including; the needs study, project size, supportive housing (including homelessness) and rural housing. Some members of the TC/BC group agreed to form a committee that would develop a proposal for 100% homeless projects. For more information of the Tax Credit/Bond Cap Affinity group, contact **Paul Purcell** at paulp@beacondevgroup.com

## The Responsibility to Lead

*HDC's role as a trailblazer in affordable housing advocacy*

As we review the tremendously successful state legislative session and look to the future of our industry, HDC and its membership face a series of critical challenges. Funding for the work of the nonprofit affordable housing community is still far below need, the regulatory burden on our work is constantly at risk of becoming too great to bear, and local challenges such as zoning changes call for a near constant vigilance. And yet King County is looked to by the rest of the country as a leader in this field, an incubator for new ideas and for cutting edge techniques. So how should we, as a community not just of developers but of activists, plan for the future?

Our position and our success put the burden of leadership squarely on our shoulders. By virtue of the support we enjoy from much of the community at large and many policy makers, it is incumbent upon us

to demonstrate that it is possible for a county of our size to embrace the value that everyone deserves a decent and affordable place to live. Even more, we can demonstrate that a new approach to affordable housing advocacy can serve as a model that will generate more effective and more lasting results.

While we are still developing the definitions of these new models, it is critical that members join in this process. We need your input to help us shape the contours of this new agenda. Feel free to offer us feedback anytime on the direction we are taking.

Though the success of the last legislative session merits celebration and thanks, it should serve only to show us that we can think bigger, that the public support we enjoy is a challenge to lead, not an excuse to rest.

### HOUSINGnews!

A publication of the Housing Development Consortium  
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Deadline: 25th of every month

# Workshop-Seminars-Conferences

See [www.housingconsortium.org](http://www.housingconsortium.org) for detailed listings

JUNE 8, SEATTLE, WA

## **First Annual Partnership Breakfast, Community Home Ownership Center**

This event, titled "Inspiring Homeownership," is being sponsored by Lake Union Café and Washington Mutual. It will be held at the Lake Union Café located at 3119 Eastlake Ave. East, Seattle, WA, from 8:00 am – 9:30 am. A \$50 donation includes full breakfast with proceeds benefiting CHOC's state-wide services for first-time homebuyers with less wealth. For more information or to make reservations please contact Molly McElroy at [mmcelroy@wshfc.org](mailto:mmcelroy@wshfc.org).

JUNE 14-15, SACRAMENTO, CA

## **Spectrum C3P Certification Program, Spectrum Seminars**

A comprehensive 2-day training and certification on the Low Income Housing Tax Credit Program. This seminar will be held at the Hyatt Regency Sacramento at Capital Park. Tuition is \$425. You will need to call the hotel directly for room reservations at 916-443-1234. For more information call Spectrum Seminars, 207-767-8000.

JUNE 15-17, WASHINGTON, D.C.

## **34th Annual Membership Meeting "Designing Section 8's Future, National Lease Housing Association**

This meeting includes various workshops and discussions regarding Section 8's future. Tuition is \$550/person and you must be a member of NLHA to attend. For a detailed schedule or to register visit [www.hudnlha.com](http://www.hudnlha.com).

JUNE 17, SPOKANE, WA

## **Conflict Management for Affordable Housing Managers, AHMA NW and Council for Affordable & Rural Housing**

John Mifsud will present a one day training geared especially for affordable housing manager. Participants will identify the most difficult on-site conflicts that they have experienced and explore ways to resolve them. John Mifsud will share useful models and tips for conflict resolution in community management. Registration is \$50 per person for AHMA/CARH members and \$60 per person for non-members. For more information or to register visit: [www.ahma-wa.org](http://www.ahma-wa.org).

JUNE 20-22, TACOMA, WA

## **Asset Management for Affordable Housing Seminar, PNRC-NAHRO**

This seminar will provide various workshops, discussions and case studies regarding asset management. The seminar will be held at Tacoma Housing Authority's, Salishan Community Family Investment Center, 1728 E. 44th Street, Tacoma, WA. Registration fee is \$695 (including lunch). For more detailed information visit [www.pnrcnahro.org](http://www.pnrcnahro.org) or contact Ron Oldham at 206-901-0330 or [ronaldoldham@msn.com](mailto:ronaldoldham@msn.com)

JUNE 20-24, BOSTON, MA

## **Training Institute, NeighborWorks**

Intensive core and specialized education in; affordable housing, asset management, community building and organizing, community economic development, construction and production management, homeownership and community lending, management and leadership, and neighborhood revitalization. Tuition is \$185/day plus a \$50 nonrefundable registration fee. This program will be held at the Sheraton Boston Hotel. For more information call 800-438-5547 or e-mail: [nti@nw.org](mailto:nti@nw.org)

JUNE 27-29, SEATTLE, WA

## **Puzzling Out Green Affordable Housing, Impact Capital**

Spend two days learning what nonprofit affordable housing developers and managers can gain from green building techniques and how to use them in your projects. Site selection, energy conservation and efficiency, indoor water conservation, air quality, and materials will be covered as well as practice rethinking the design process and developing an operations and maintenance plan. Washington State Housing Finance Commission, 1000 2nd Ave, 28th floor, Seattle. 9am-4:30pm. Registration fee is \$350. For more details and to register, go to [www.impactcapital.org](http://www.impactcapital.org)

SEPTEMBER 12-13, SPOKANE WA

## **Annual Statewide Affordable Housing Conference**

Sponsored by Washington State Housing Finance Commission, Washington Low Income Housing Alliance, and Washington Department of Community, Trade and Economic Development.

OCTOBER 5-7, WASHINGTON, DC

## **National Conference on Inclusionary Housing, Innovative Housing Institute**

Learn about inclusionary housing (IH) basics, creating an effective IH campaign, updating existing laws and best practices across the US. Also tour IH communities in the DC metro area and network and problem solve. For more information visit [www.ihhousing.org/conf](http://www.ihhousing.org/conf) or call Joan at IHI, 401-332-4124.

NOVEMBER 12, SEATTLE, WA

## **Third Annual Aging in Place Resource Fair, City of Seattle/ Human Services Department**

This fair will be held at the Seattle Science Center. There will be vendors and workshops through out the event. For more information please visit: [www.seattle.gov/humanservices/aging/](http://www.seattle.gov/humanservices/aging/) or e-mail: [margaret.casey@seattle.gov](mailto:margaret.casey@seattle.gov)

# Employment Listings from Housing Organizations

See [www.housingconsortium.org](http://www.housingconsortium.org) for more detailed listings

## Maintenance Lead, Housing Resources Group

This position floats to various properties in & around Downtown Seattle. Position will supervise a staff team in performing maintenance & improvements for a group/portfolio of buildings. Requires: Five years prior skilled carpentry, two years prior supervisor experience in high volume working environment. Download application at [www.hrg.org](http://www.hrg.org) or pick up at the HRG office. Employment application + supplemental questionnaire to: HRG, Attn: Maintenance Lead, 1651 Bellevue Avenue, Seattle, WA 98122-2014; fax to: 206.623.9404; or email: [HR@hrg.org](mailto:HR@hrg.org). Screening begins immediately.

## Senior Housing Developer, Low Income Housing Institute (LIHI),

Seeking a developer and manager of housing properties for low income and homeless people. Must be an experienced Senior Housing Developer with a background in finance. Background in development/construction also preferred. Send resume to Low Income Housing Institute, 2407 1st Ave., Suite 200, Seattle, WA 98121 or e-mail: [hr@lihi.org](mailto:hr@lihi.org).

## Residential Counselors, Community Psychiatric Clinic

Position is located in White Center at a new recovery center working with mothers who have been diagnosed with MH/CD, and their children. Residential counselors will assist in access to support services, community integration, life skill training, entitlement assistance, transportation and other services. 24 hour program – currently interviewing for all shifts. Direct relevant clinical experience working with dually diagnosed CD/MH adult population. Counselor Registration and AA degree in related field required. Submit resume and letter of interest, identifying the position to: HR, Community Psychiatric Clinic, 4319 Stone Way N, Seattle WA 98103 or e-mail to: [hr@cpawa.org](mailto:hr@cpawa.org)

## Residential Case Aide, Community Psychiatric Clinic

Position is located in White Center at a new recovery center working with mothers who have been diagnosed with MH/CD, and their children. Full-time position in 24 hour program. Counselor registration and AA degree (or equivalent) in related field required. Submit resume and letter of interest, identifying the position to: HR, Community Psychiatric Clinic, 4319 Stone Way N, Seattle WA 98103 or e-mail to: [hr@cpawa.org](mailto:hr@cpawa.org)

## Compliance & Preservation Division Manager, Washington State Housing Finance Commission

Responsible for the tactical implementation, strategy, and daily operation of the Commission's compliance monitoring and preservation activities. Position encompasses all monitoring activities of over 650 commission-financed projects for more than 50,000 residential units across the state. For full posting and application instructions, visit: [www.wshfc.org/admin/employment](http://www.wshfc.org/admin/employment)

## Senior Controller, Washington State Housing Finance Commission

Senior Controller manages the accounting function for all of the WSHFC programs, prepares and distributes timely and accurate financial statements and bond disclosure reports for the outstanding bond indebtedness of the Commission. He or she oversees the annual budget process and participates in policy development and implementation. For full posting and application instructions, visit: [www.wshfc.org/admin/employment.htm](http://www.wshfc.org/admin/employment.htm).

## Intake/Marketing Coordinator, SCIDPDA

Responsible for maintenance of census, development of community relations program, as well as face-to-face contact with a variety of community referral sources at assisted living facility. Legacy House, a program of the SCIDPDA, provides a range of long-term care services to low-income seniors. For more information, or to apply contact: SCIDPDA, Attn: Human Resources, PO Box 3302, Seattle, WA 98114, fax: 206-467-6376 or email: [KimG@scidpda.org](mailto:KimG@scidpda.org)

## Accountant, Beacon Development Group

Manages accounting functions for BDG and the organization's affiliate companies and prepares reports and statistics detailing financial results. Establishes and maintains accounting practices to ensure accurate and reliable data necessary for business operations. Responsible for full-charge bookkeeping, including accounts receivable, accounts payable, payroll and Cafeteria FSA, financial transaction posting, and financial report and statement preparation. Projects cash flow, manages cash investments and bank balances. For a detailed posting or for application instructions visit [www.beacondevgroup.com](http://www.beacondevgroup.com).

## Resident Manager-Stewart Court Apartments, Housing Resources Group

Provide on-site (and preferably live-in) management of 65-unit apartment complex and 98 space parking garage with commercial tenants on the ground floor. For more information on the position or to download an application visit [www.hrg.org](http://www.hrg.org) or pick up at the HRG office. Send supplemental questionnaire, resume and cover letter to: HRG, Attn: Stewart Court Resident Manager, 1651 Bellevue Avenue, Seattle, WA 98122-2014; fax to: (206) 623-9404; or email: [HR@hrg.org](mailto:HR@hrg.org)

## Maintenance Manager, SCIDPDA

Maintenance manager needed to oversee maintenance and physical condition of all SCIDPDA owned and managed properties through oversight of the maintenance staff, preventive maintenance schedule, work order process, and vending contracts. Previous experience as a supervisor required. For full job posting, please email: [info@scidpda.org](mailto:info@scidpda.org)

## Housing Director, Community Housing Coalition

Provide support and direction for the Community Housing Coalition. Engage in research and information gathering. Disseminate info on housing issues; review policies and make recommendations, review projects that come to the community's attention; provide coordination for both public / private housing efforts. Qualifications: BA/BS in related field, minimum of 5 years of successful housing experience; prior non-profit setting preferred. View full posting at: [www.bihhhs.org](http://www.bihhhs.org). Submit resume and letter of interest to: Health, Housing & Human Services Council, Attn: Jan Lambert, 221 Winslow Way W, Suite 203, Bainbridge Island, WA 98110, or via email to: [communityhousingcoalition@hotmail.com](mailto:communityhousingcoalition@hotmail.com).

## Human Resources Manager, Housing Resources Group

Create and foster an environment where employees want to work, where they tap their potential, contribute to the mission, enjoy what they do, and have the opportunity to learn and grow. Plan, develop and manage HR programs in the areas of employee relations, recruitment & retention, compensation and benefits, performance management, HRIS, training and development, diversity, and risk management. For more information on the position or to download an application visit [www.hrg.org](http://www.hrg.org) or pick up at the HRG office. Send supplemental questionnaire, resume and letter of interest to: HRG Attn: Human Resources Manager, 1651 Bellevue Avenue, Seattle, WA 98122-2014; fax to: (206) 623-9404; or email: [HR@hrg.org](mailto:HR@hrg.org)

## Homeless Policy Director, Housing California

Coordinate HCA's program to prevent and end homelessness by advocating for policy reform. Bachelor's degree minimum, graduate degree preferred. At least five years experience in affordable housing development or advocacy. For a more detailed posting visit: <http://housingca.org>. Salary and Benefits: Competitive salary, commensurate with experience. Benefits include fully paid health, dental, and vision coverage. To Apply: Submit resume, writing sample and cover letter to: [dsmith@housingca.org](mailto:dsmith@housingca.org)

## Office Administrator, DASH

This position performs various duties to ensure the professional operation of DASH's office functions. The successful candidate will be expected to provide clerical, light accounting and organizational support. 40+ hours per week—flexible but consistent. Salary Range:\$25,000 (L), \$27,500 (M), \$35,000 (H). Excellent medical, dental and vision benefits. For more information on this position contact Beth at 425 646-9054 or at [beths@dashhousing.com](mailto:beths@dashhousing.com)

## Compliance & Leasing Manager, Housing Resources Group

Oversee leasing activities including pre-qualification, showing of available apartments, application intake and lease execution, etc. Requires 5 years prior occupancy compliance experience ; 2+ years supervisory experience, good oral and written communication skills and ability to communicate in English; To view full posting or to apply visit [www.hrg.org](http://www.hrg.org) or pickup application at HRG's Administrative Office on Capitol Hill. Mail or hand deliver completed Supplemental Application, Resume and Cover Letter to: HRG, Attn: Compliance & Leasing Manager, 1651 Bellevue Avenue, Seattle, WA 98122-2014; Fax to: (206) 623-9404; or email: [HR@hrg.org](mailto:HR@hrg.org)

## Leasing Associate, Part-time, Housing Resources Group

22 hours/week. Responds to requests for information on vacancies and resident qualification requirements; exhibits high level of leasing and closing skills; assists potential residents with completing rental applications; shows vacant units to prospective applicants; provides completed rental application to Compliance Specialist for processing. Requires one year prior work experience in apartment leasing or high-volume customer service role in the property management industry; To view full posting or to apply visit [www.hrg.org](http://www.hrg.org) or pick up at the HRG office. Send resume, cover letter and supplemental questionnaire to: HRG, Attn: Leasing Associate, 1651 Bellevue Avenue, Seattle, WA 98122-2014; fax to: (206) 623-9404; or email: [HR@hrg.org](mailto:HR@hrg.org)

## Director of Finance, Seattle Chinatown International District Preservation and Development Authority (SCIDPDA)

This full-time exempt level position establishes and maintains the financial policies and procedures for this complex community development organization. Candidates with highly developed skills in real estate accounting, budgeting and risk management encouraged to apply. CPA with experience in non-profit/government accounting preferred. For more information, or to apply contact: SCIDPDA Attn: Human Resources, PO Box 3302, Seattle, WA 98114, fax: (206) 467-6376 or email: [KimG@scidpda.org](mailto:KimG@scidpda.org)

## Office Manager, LATCH

The full-time office manager will provide office administration, customer service to callers and visitors, accounting and fund development support, database management and coordination of print and web-based publications. Must have a high school diploma and 3-5 years experience, a high level of proficiency with computer programs and excellent written and oral communications. Salary range: \$16.00 - \$18.00 / hour, plus benefits, DOE. To request a full job description, send an e-mail request to [jobs@latch.org](mailto:jobs@latch.org). To apply: send a letter of interest, resume and three references to LATCH, Attn: Office Manager Position, 8757 15th Avenue NW, Seattle, WA 98117, via e-mail to [jobs@latch.org](mailto:jobs@latch.org) or by fax to (206) 789-1825