



## **JOB DESCRIPTION**

Project Development Director

June 2025

### **Overview:**

The Jackson Hole Community Housing Trust is looking for a Project Development Director to oversee the design, development, entitlement, and construction of affordable housing in Jackson, Wyoming. The Project Development Director coordinates and implements all activities related to a development from project conception to completion of construction. The ideal candidate will be motivated, organized, have strong communication skills and be a self-starter with professional experience successfully managing projects, budgets, and schedules. Strong financial skills and precise attention to detail are required.

Passion for the mission of the Community Housing Trust is essential. The successful applicant will be joining a creative, collaborative, and hardworking team dedicated to the development of innovative housing solutions in our community.

### **Responsibilities include:**

- Manage the entitlement process by working with project consultants and engaging with government officials and community leaders to secure formal approvals.
- Assist with presentation of each project to neighbors, donors, lenders, elected officials and interested members of our community.
- Ensure requisite permits and approvals are secured on a timely basis and in conformance with the project schedule.
- Develop project budgets and monthly financial reports for presentation to the board, partners and lenders.
- Solicit and analyze project financing opportunities.
- Manage and coordinate the project design team including architects, landscape architects, engineers and general contractors.
- Ensure legal agreements are developed and approved as necessary to advance projects, secure financing and support the leasing and/or sale of affordable units.
- Ensure projects remain on-schedule and on-budget.
- Work closely with the organization's Finance Manager to review and approve invoices and applications for payment.
- Distribute consistent, timely communication to partners, staff and board.
- Investigate new programming opportunities as appropriate.
- Foster strong, positive working relationships with project partners through clear communication of the organization's mission, policies, strategic goals and objectives.



- Above all, the successful applicant must possess leadership qualities that will allow them to “quarterback” each project; the applicant must be a self-starter that can pro-actively prioritize multiple tasks, work independently and engage team members as necessary.

This is a full-time, salaried position. Compensation commensurate with experience.

Please send a cover letter and resume to [anne@housingtrustjh.org](mailto:anne@housingtrustjh.org).

*We welcome your interest in this position, but please, no phone calls.*