

**McCook Economic Development Corporation (MEDC)  
Community Housing Developer/Project Manager Position**

Interested applicants should submit a cover letter and resume to [charlie@mccookne.org](mailto:charlie@mccookne.org) or by mailing to MEDC, 402 Norris Ave, Ste 301, McCook, NE 69001. Position will remain open until filled. Successful applicant must either live in the McCook, Nebraska area or be willing to move to the McCook, Nebraska area.

McCook Economic Development Corporation (MEDC) mission is **to facilitate the formation, retention, attraction, and expansion of businesses in McCook and the surrounding area.** As a non-profit organization, MEDC is both privately and publicly funded through membership and local sales tax contribution. Currently, the MEDC governing board has 18 members representing the city, college, public schools, hospital, local banks, private companies and individuals. Full-time staff includes an executive director and assistant executive director. There are also two full-time staff members as the early childhood community coordinator and graphic designer that are shared positions with McCook Chamber of Commerce and Red Willow County Tourism.

McCook Economic Development Corporation is looking for a full-time housing developer/project manager to oversee all stages of community housing development and ensuring that objectives of each project are accomplished within prescribed time frames and funding parameters.

Job Duties:

- Responsible for the development and oversight of all stages of workforce housing development for land owned by McCook Economic Development Corporation. This will include:
  - Generate development budgets and pro forma to evaluate financial feasibility.
  - Lead the marketing of workforce housing development in McCook
  - Identify potential new projects and leads efforts to obtain site control.
  - Obtain acquisition, construction, and permanent financing.
  - Oversee the development of construction and/or renovation plans and manages development team members during all phases of development/construction.
- Responsible for the development and oversight of all stages of low- and moderate-income housing development in land owned by the McCook Economic Development Corporation in the community blight zone. This includes most of the tasks required in development of workforce housing.
- Develops and maintains relationships with federal, state, and local funders, government agencies, community and neighborhood groups, development partners and industry professionals.
- Discussing with city staff to ensure the land is zoned properly.
- Oversee and promote McCook's Rural Workforce Housing Loan Fund for increased workforce housing development. Focus on rehabilitation loans from the workforce housing fund to benefit individuals of low and moderate income in community blight areas.
- Support property management for Quillan Courts and Clary Village, a low-income housing tax credit program.
- Administers McCook Economic Development Corporations Workforce Housing Innovative Grant program, with an emphasis on benefitting households of moderate income.
- Other duties as assigned

### Knowledge, Skills, Ability:

- Education and/or experience in real estate development, finance, construction, project management, business, or related field.
- Ability to perform financial analyses of housing development concerning site acquisition, predevelopment activities, construction financing, and permanent financing.
- Ability to develop relationships and work in partnership with developers, contractors, funders, investors, and community officials.
- Highly skilled in MS Office.
- Excellent analytical, presentation, written, and oral communication skills.
- Highly independent, with ability to handle daily responsibilities and projects with minimal direction.
- Ability to interpret and explain contracts and technical information to other professionals.
- Excellent project management skills including an ability to evaluate a variety of factors.

### Reporting

Position will produce quarterly results that will be shared with MEDC board, investors, and key stakeholders. Reports will consist of:

- Narrative of progress of development of MEDC owned land for workforce housing development.
- During construction, overview of construction progress with information including:
  - Number of living units proposed for construction
  - Number of living units in construction
  - Number of living units complete
- Rural Workforce Housing Fund update including:
  - Balance currently loaned out
  - Balance in the bank
  - Total # of loans and amount
  - # of completed living units
- Narrative on Innovative Housing Grant with information on completed homes, homes under construction, and plans for next infill homes. This will include the number of living units completed that serve low- and moderate-income individuals.

Compensation: \$60,000 - \$65,000. Paid holidays, vacation, and retirement match.

Position Location: McCook, NE

Notice: Applications will be reviewed when received. Position description, duties, and compensation can be changed at the discretion of the organization's Board of Directors.