



Housing Development and Programs Manager

Department	Housing Development		
Supervisor	Director of Housing and Community Strategy	Status	Regular, Full-time, Onsite
Revised	June 2026	Location	Port Townsend, WA

Pay: Hiring Range \$26.40 to \$29.20 per hour, Full Range \$26.40 to \$37.61.

Manages Habitat for Humanity of East Jefferson County’s housing development and supports the alignment of housing production with the homeownership program, including buyer readiness. This role oversees land acquisition, single-family and neighborhood development, and housing design standards while also serving as a key integrator between development, construction, and homeowner services. Supporting a coordinated pipeline from project planning through home delivery, this position serves as a critical bridge between home availability and prepared families. It is designed to evolve into broader system leadership over time.

Specific Job Function

<p>Single Family and Neighborhood Development</p> <ul style="list-style-type: none"> Oversee the pre-construction development process for single-family and small- to medium-size neighborhood development projects Manage all stages of development, including: <ul style="list-style-type: none"> Project and permit workflow planning and execution Coordination with local government permitting authorities Design team selection and management Transition to the Build Phase with Construction Manager Create Business Plans for neighborhood development and manage execution to plan Develop and manage documents supporting ownership structures and sustaining agreements Ensure development timelines align with broader organizational production goals 	50%
<p>Housing Pipeline Alignment & Program Integration</p> <ul style="list-style-type: none"> Coordinate with Homeowner Services to align buyer selection and readiness with construction timelines Support development and maintenance of a forecasted housing delivery pipeline tied to lot readiness, construction schedules, and anticipated closings Ensure a ready pool of qualified buyers is aligned with projected home completions Identify and help resolve mismatches between: <ul style="list-style-type: none"> Housing availability Buyer/financial readiness Serve as a functional bridge between development, construction, and homeowner services teams 	20%

<ul style="list-style-type: none"> Support transition points from project development, construction and buyer selection and closing 	
<p>Home Design, Sustainability, and Accessibility Standards</p> <ul style="list-style-type: none"> Responsible for maintaining and evolving home and neighborhood design standards, including compliance with HFHI standards, with particular attention to sustainability and accessibility Develop and manage a Homeowner survey tool and process to identify opportunities for design and development improvement or growth based on Homeowner feedback, within the framework of community housing needs and responsible stewardship of funding dollars 	10%
<p>Acquisitions</p> <ul style="list-style-type: none"> Actively manage affiliate build pipeline Long-Range Planning to ensure adequate supply of raw land and continual flow of permitted projects for construction Assess acquisition opportunities for development feasibility Manage varied acquisition strategies, including work with buyers, sellers, donors, and settlement coordination Manage stewardship of land and improved property in inventory, including the Eyes-on-Land program and Homekeeper tracking 	10%
<p>Other Duties</p> <ul style="list-style-type: none"> Foster and promote the engagement of volunteers to the maximum extent possible, including supervision of Volunteer Consultants in various roles such as development project manager Participate in regular staff meetings and periodic conferences and professional development workshops Support the Director of Housing and Community Strategy with other projects as assigned 	10%

Qualifications and Skills

- Bachelor's degree and at least five years' experience in a related field, or the equivalent combination of experience and/or education
- Experience in the research, application, and communication of land use and development code; experience in Port Townsend and/or Jefferson County preferred
- Excellent written, verbal and interpersonal communication skills required, together with the ability to work both independently and collaboratively with project teams, staff, and volunteers
- Highly organized and attentive to detail, and able to manage big picture project and affiliate goals while executing detailed workflows
- Support and endorse the Habitat for Humanity mission
- Proficient with Microsoft Office including Outlook and Excel; MS Teams and database experience a plus
- Must be able to handle sensitive information confidentially
- The ability to travel as needed to visit land and project sites, meet with project teams, and meet with local government
- Ability to climb stairs to access second floor office and to sit at desk for long periods of time
- Strategic thinking with strong operational execution

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- Project management across complex workflows
 - Team leadership and cross-functional coordination
 - Equity-centered program design and service delivery

Habitat for Humanity of East Jefferson County Values

- Grace
- Humility
- Courage
- Celebration

Compensation

Hiring Range \$26.40 to \$29.20 per hour, Full Range \$26.40 to \$37.61. Full-time non-exempt role which includes the below benefits:

- Employer-paid medical, dental and vision for employees regularly working at least 30 hours per week, beginning first of the month after hire; in addition, currently providing employer contribution to Health Savings Account for eligible employees. Dependents may be covered at employee expense.
- 401k program, currently contributing 4% of eligible wages for eligible employees
- Employees working at least 20 hours per week receive 15 days' vacation, 10 holidays, and two personal days (all accrued on a pro-rated monthly basis)
- All employees receive 10 days sick time per year, accrued on a pro-rated monthly basis

Physical Demands and Work Environment

This position requires frequent sitting, standing and movement around the office, lifting 30 pounds or; ability to operate phones, computers, and other office equipment; strong command of the English language with the ability to be understood. Generally, in an open office environment with occasional visits to external environments. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Disclaimer:

This job description is not to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. All Habitat EJC employees may be required to perform duties outside of their normal responsibilities from time to time, as needed, to meet the ongoing needs of the organization.

Equal Employment Opportunity

Habitat provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.