**Request for a qualifications and interest in providing**

**housing development assistance to Seabury**

Seabury Resources for Aging is a leading nonprofit provider of services and affordable housing to older adults in the greater Washington area.

**ASSIGNMENT SUMMARY:** This person or firm would assist the CEO in monitoring and overseeing two affordable, seniors housing properties owned by Seabury affiliates and managed by a third-party, a property management company, and for a small seniors shared housing community/community residential facility, which is self-managed by Seabury. This would include assisting the CEO in directing efforts to maximize the performance of these communities and or/repositioning these communities using tax credit refinancing or other financial vehicles. The person or firm would also assist the CEO in coordinating and directing the refinancing and/or redevelopment of these communities. Responsibilities will include:

* Assisting in the redevelopment effort associated with one of the properties including coordinating a rezoning effort and working with consultants to develop design and programmatic options.
* Spearheading the effort to expand Seabury’s affordable, seniors housing footprint through affiliations, acquisitions, new development initiatives and joint ventures in the greater Washington metropolitan area.
* Reporting to the Affordable Housing/New Ventures Task Force of the Board with routine reporting and assistance, and participation when requested at board and other committee meetings.
* Preparing responses to requests for proposals and financing applications.
* Developing and analyzing development budgets, rent projections and operating proformas.

Please submit your qualifications to [jobs@seaburyresources.org](mailto:jobs@seaburyresources.org).

<https://www.seaburyresources.org/>