

Director of Affordable Housing

BUSINESS DEVELOPMENT | CLIENT & COMMUNITY RELATIONSHIPS

Advance Compass's mission to expand access to affordable housing by building enduring partnerships and directing company time, expertise, and resources toward projects that strengthen Seattle-area communities.

STRATEGIC FOCUS Position Compass as a leading affordable housing partner by expanding market presence, strengthening relationships, and pursuing work it can execute successfully.	POSITION PURPOSE This senior, market-facing leader advances Compass Construction's mission-driven commitment to affordable housing. The role cultivates trusted relationships, identifies projects early, and shapes pursuit strategies so Compass can contribute its time, expertise, and resources to housing that creates lasting community value. The Director leads RFP and interview efforts and provides a disciplined handoff to preconstruction and operations, balancing mission, funding requirements, schedule certainty, long-term durability, and responsible business stewardship.
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This is a self-directed role. Compass will not provide day-to-day direction on where to look, who to call, or what move to make next. The right person will be a true self-starter - someone who creates momentum, finds the path forward, and makes things happen without waiting for oversight. The role also depends on close, day-to-day collaboration with company leadership and core internal teams, making a consistent presence in Compass's main office important to its success.

Core Responsibilities

- Own the affordable housing business development plan and align it with Compass's corporate goals and mission-driven commitment to creating more equitable, durable housing opportunities.
- Lead senior relationships across the affordable housing market, including developers, agencies, housing authorities, designers, consultants, funders, and community partners.
- Represent Compass in industry and community settings, listening to local needs and strengthening the partnerships required to advance affordable housing across the Seattle region.
- Stay current on affordable housing funding, procurement, wage, participation, and compliance requirements that affect pursuits.
- Track market trends, funding initiatives, competitors, client priorities, and policy changes.
- Share practical market insight with clients and partners to reinforce Compass's value as an informed partner.
- Build meaningful connections with WMBE, Section 3, small, local, and emerging firms to support strong pursuit teams and broader participation.
- Use an established network to identify opportunities early and position Compass ahead of the competition.
- Identify new work through client relationships, funding activity, development pipelines, and market research, prioritizing opportunities where Compass can contribute meaningful value to residents and communities.
- Maintain a clear opportunity pipeline showing stage, timing, decision makers, competition, probability, and next actions.
- Coordinate the preconstruction approach needed to win the work, including pursuit deliverables, key milestones, internal reviews, and client touchpoints.
- Own pursuits from early positioning through the owner selection process.
- Make sure the pursuit team understands funding, procurement, community commitments, prevailing wage requirements, compliance items, resident and stakeholder priorities, and client expectations.
- Work with estimating and operations as needed to provide a complete RFP response.
- Lead RFQ/RFP responses and coordinate with information being provided from estimating, operations, safety and marketing.
- Shape proposals around the client's real priorities, project needs, and selection criteria—not generic boilerplate.
- Lead interview strategy, team preparation, storyline, presentation development, rehearsals, and coaching.
- Follow up after each pursuit, capture client feedback, and apply lessons learned to future proposals and interviews.
- Keep the client, design team, consultants, and Compass aligned during the pursuit and early planning stage.

- Lead the handoff after award so commitments, assumptions, pricing context, relationships, and client expectations transfer cleanly to the operations team.
- Continuous improvement to affordable housing proposal content, interview materials, and client-facing presentations.
- Give leadership clear updates on relationships, pipeline, pursuits, likely awards, resource needs, risks, and market changes.
- Keep all internal team members informed, aligned and accountable during pursuits.
- This role is not responsible for post-award responsibilities; those responsibilities remain with the assigned operations teams.
- Protect Compass's reputation by pursuing work the company can win, staff, and deliver successfully—and where its involvement can produce durable value for owners, residents, and the surrounding community.
- Lead Affordable Housing Business Development while reinforcing that Compass operates as one company and one team. Success depends on collaboration, trust, accountability, and mutual support across all business units and departments, and this role shall actively foster those principles while serving as a steward of the Compass brand and culture.

Experience & Qualifications

Required

- Senior-level experience in affordable housing, development, construction, architecture, consulting, public finance, or a related field.
- Direct experience with Seattle based affordable housing developers, agencies, housing authorities, nonprofits, or community partners.
- Strong, active relationships across the affordable housing community.
- Proven success bringing in new work and leading proposals and interviews.
- Good understanding of affordable housing development, funding, procurement, and compliance.
- Able to lead teams, manage several pursuits, and meet deadlines.
- Strong writing, presentation, negotiation, and relationship skills.
- Sound judgment, discretion, accountability, and follow-through.
- Available for local and regional meetings, events, and business travel.

Preferred

- Experience working with a general contractor or closely with estimating, preconstruction, and operations teams.
- Working knowledge of LIHTC, prevailing wage, WMBE, Section 3, and public procurement.
- Bachelor's degree in a related field or equivalent experience.
- Experience with Microsoft Project, Procore, Bluebeam, Building Connected, Office Suite and Viewpoint Spectrum.

Leadership Profile

CONNECTOR Builds trust naturally and maintains relationships through genuine engagement, responsiveness, and value.	STRATEGIST Sees the full pursuit landscape, anticipates decision points, and aligns resources around a practical path to win.	MARKET BUILDER Creates opportunities rather than waiting for them, while protecting focus and pursuit discipline.
COLLABORATOR Uses influence, clarity, and accountability to mobilize teams across organizational lines.	COMMUNITY-MINDED LEADER Treats affordable housing as more than a market opportunity—committing Compass's relationships, expertise, time, and resources to projects that serve residents and strengthen communities.	CLOSER AND STEWARD Moves opportunities toward decisions, then ensures commitments and relationships transfer successfully to delivery teams.

Employment and Compensation

- FLSA Status: Exempt
- Reports to: Vice President
- Base salary range: \$175,000 - \$215,000 Annual & DOE
- Auto Allowance: \$8,000 Annual
- Bonus / Incentive Plan: Results-driven incentive plan with exceptional upside potential for direct business impact.
- Location: Main Office - Kirkland