



## **Real Estate Development Director**

### **Position Description**

**Job Type:** Full Time

**FLSA Classification:** Exempt

**Salary Range:** \$100,000 - \$125,000 (depending upon experience) and bonus possibility tied to production

### **Overview**

Reporting to the Executive Director, the Real Estate Director is a key leadership position charged with building and leading a team for the successful completion of affordable housing from inception through financing, construction and lease-up/sales. The Director ensures that all projects achieve community and mission impact, with a focus on long-term sustainability and achievement of the organization's production and financial goals, while maintaining the values of the organization, meeting appropriate development standards, and upholding the organization's reputation as a quality developer.

### **Key Objectives:**

- Manage the successful completion of affordable multi-family and homeownership projects.
- Provide thoughtful input into the organization's strategic plan, implementation and evaluation.
- Create a project pipeline along with a system for ensuring an ongoing supply of mission-aligned projects tied to production and revenue goals.

### **Position Responsibilities**

- Initiate, undertake and oversee real estate developments including site selection, due diligence, feasibility analysis, land assemblage, acquisition, site planning, entitlements, permitting, selection of project team, consultants, coordination with development partners, finance structuring, construction and lease-up/sales.
- Obtain financing including grants, loans, tax credits and other subsidies. Prepare funding applications, negotiate financing agreements and lead real estate closings.
- Secure bids for professional services, enter into contracts and supervise performance of project team members such as, general contractors, architects, civil, surveyors, geotech, and soils engineer.
- Oversee the construction management process including attending OAC meetings, building walk thrus, review & approval of PCO's & PCCO. Coordinate with Finance for draw requests, cost certification, and project closeout.
- Monitor project budgets, ensure compliance with financing agreements and reporting requirements.
- Coordinate with property management and sales team during development period; assist with transition to lease-up/sales and conversion.
- Cultivate relationships within the affordable housing and aligned industries to enhance overall agency capacity, reputation, and partnership potential.
- Establish strong, professional relationships with funders, local governments, the design/construction industry, realtors and other partners; attend meetings with state/local organizations.
- Research and identify additional and new ways to finance affordable housing and/or make affordable housing operationally sustainable.
- Manage and grow real estate development staff and ensure a productive environment with opportunities for professional growth.

- Ensure continuous communication to keep the Executive Director and other key team members informed of critical issues.
- Effectively communicate with Board & Real Estate Committee keeping them apprised of project issues and opportunities to enhance community engagement as related to the project or agency.
- Build upon existing efforts to improve departmental operations, including monitoring and reporting on pipeline and project status/critical issues.
- Develop and deliver strategic objectives and plans.
- Maintain a working knowledge of city, county, state, and national policies and activities related to affordable housing development, as well as, a working knowledge of low-income housing tax credit program, state, county, and federal funding sources and related timelines, and funding application requirements.
- Retain working knowledge of land use and zoning processes.
- Responsible for contract and regulatory compliance including Section 3, Davis Bacon, Procurement and Uniform Relocation Act
- Understand and communicate the operational implications of different courses of action.
- Prepare, manage and control budgets for all areas of responsibility, as well as expenditures within them.
- Assess and mitigate risk and develop risk management plans for projects.
- Step in for the Executive Director as appropriate.

### **Qualifications**

- Minimum of 5 years of progressively responsible real estate development experience, preferably affordable housing in Florida.
- Bachelor's degree in real estate, Finance, Business, or a related discipline; a post-graduate degree and/or certification is desirable.
- In depth understanding of affordable rental housing finance and development strategies. Able to prepare competitive funding applications.
- Demonstrated project management/owner representation experience.
- Solid problem-solving skills with the ability to think critically and provide solutions.
- Ability to focus, multi-task, and meet deadlines in a high-pressure environment.
- Work well independently and in a collaborative team environment.
- Must have strong planning, finance, communication and organizational skills.
- Ability to work with various software platforms, such as MS Office Suite, Excel and project management software.
- Demonstrated success in building consensus among parties with conflicting goals.
- Unwavering attention to detail with a results-oriented mindset.
- Strong personal and professional integrity and work ethic.
- Ability to collect, understand, synthesize, and present complex information that is readily understandable.
- Ability to travel.
- Embraces new approaches with simple solutions to lead the organization to success.

Equal Opportunity Employer

**Email cover letter and resume to: [tmurray@neighborhoodrenaissance.org](mailto:tmurray@neighborhoodrenaissance.org)**