



## Job Description

### Job Title – Director of Real Estate Development

#### Nature of Work:

Reporting directly to the Executive Director, the Director of Real Estate Development is responsible for the monitoring, evaluation and coordination of residential projects for Affordable Housing Advocates, and does related work as required.

#### Job Essentials:

- Commitment to core values of Excellence, Compassion, Stewardship, and Inclusiveness.
- Possess the ability to comprehend the importance of and confidential nature of all information.
- Speak, write, read and understand the English language well enough to perform the essential duties of the job.
- Ability to meet deadlines.
- Reliable transportation and possession of a valid driver's license. May be required to travel throughout the day and commence the workday at different locations.
- Possess math skills for adding, subtracting, multiplying, and dividing sufficiently to perform the required tasks.
- Must possess the dexterity to use a computer, telephone, and other office equipment.
- Must be able to hear with or without amplification devices.
- Demonstrate critical thinking skills, along with a self-motivated and goal-oriented attitude.
- Able to lift 10 pounds.

#### Job Duties:

- Develops list of properties for consideration of housing development.
- Researches potential development sites and market data to generate strategy.
- Assists in determination of funding sources.
- Assists in site assembly and acquisition of real estate.
- Maintains information on available financing techniques, including government and private financing.
- Develops pre-development and construction budgets and proformas.
- Prepares, loan, grant any other necessary financing packages, including low-income housing tax credit applications.
- Coordinates and monitors preparation of plans and specifications for rehabilitation or new construction.
- Initiates requests for and participates in the selection of contractors for construction or rehabilitation work.
- Coordinates and oversees related activities of housing developments, supervising architects, general contractors, and all other real estate development consultants.
- Prepares and submits documents required by other staff departments and agencies; manages the project's financial accounts.
- Requests necessary services for operations.
- Assists in the evaluation and monitoring of program objectives and contractual services.
- Prepares reports and agenda items.

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- Attends public hearings.
- Replies to general information requests internally and externally; and completes related work as required.
- Creates and/or coordinates marketing efforts for development projects.
- Assists Executive Director in operational fundraising activities.

#### **Other Duties:**

Other duties as assigned by the Executive Director. Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.

#### **Education and Experience:**

- Bachelor's degree preferred.
- Minimum of four years' experience preferred in planning, community organizing, architecture, engineering, or another related field.
- Real estate development and/or construction management experience preferred.
- Able to work in diverse community and neighborhood settings.
- Flexible and open-minded about the scope of the role, as responsibilities may expand or change based on fluctuating business needs.
- Able to make decisions and work effectively with a minimum of daily supervision.
- Experience building and maintaining relationships with vendors.
- Experience in the understanding of financials and operations.
- Proficiency in Microsoft Office applications along with experience with various housing development programs.
- Strong communication, group facilitation, and presentation skills.
- Well-developed interpersonal skills, time management and crisis management skills; organization and prioritizing abilities; attention to detail and accuracy; excellent written skills; and sound judgment and reasoning ability.

#### **Work Conditions:**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, telephones, photocopiers, and filing cabinets. This is a smoke-free environment.

#### **Physical Demands:**

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, use hands to finger, handle or feel, and reach with hands and arms. The employee will be seated for long periods of time.

#### **Supervisory Responsibilities:**

The Director of Real Estate Development does not perform any direct supervisory duties at this time. However, as a member of the Executive Leadership Team, may have to perform work in a supervisory capacity.

**FLSA Status:** Exempt

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**Signature:**

The employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the Director of Real Estate Development position.

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Employee

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Date