DIRECTOR OF REAL ESTATE DEVELOPMENT
POSITION DESCRIPTION

REPORTS TO: Executive Director

SUMMARY OF POSITION DESCRIPTION

The Director of Real Estate Development will be responsible for overseeing the development of all multifamily real estate development projects in the Detroit Shoreway neighborhood and the Organization’s expanded service areas. Projects will focus on affordable housing with an emphasis on utilizing multiple layers of financing including, but not limited to Low-Income Housing Tax Credits, State Historic Tax Credits and Housing Trust Fund loans. These responsibilities include overseeing site acquisition, assembling project financing, selection of the project team, assisting in design development, and managing construction.

The Director will be responsible for generating new business to generate a minimum of $500,000 annually in net development fee income. The position must facilitate positive relationships with other DSCDO Departments and outside agencies to ensure successful project completion.

PRINCIPAL RESPONSIBILITIES

Duties include, but are not limited to, the following:

1. Identify and obtain site control of potential sites and properties to strengthen and maintain the Organization’s multifamily pipeline.
2. Manage rehab and/or new construction residential projects from project conception through stabilized occupancy.
3. Provide direct supervision to Real Estate Development Department full-time and part-time staff.
4. Cultivate and maintain strong relationships with the Ohio Housing Finance Agency, development partners, funders, municipalities, syndicators, investors, etc.
5. Oversee the submission of funding applications; including Low-Income Housing tax Credits (LIHTC), State and Federal Historic Tax Credits, Housing Trust Fund (HTF), Affordable Housing Program (AHP), etc. Continually identify and pursue additional sources of gap financing.
6. Work alongside Executive Director on business development opportunities to expand the Organization’s residential real estate development activities.
7. Oversee financial closings for real estate development projects.
8. Oversee all necessary financial compliance and reporting for real estate development projects.
9. Elevate the financial operational viability of DSCDO’s existing multifamily housing portfolio.
10. Assemble and oversee the project development team, including identifying and procuring proposals from potential development team members.
11. Review and become proficient with the State of Ohio Qualified Allocation Plan (QAP)
12. Manage multiple projects concurrently at various phases of development.
13. As needed, attend trainings and conferences to ensure that DSCDO is visible in the industry and maintains quality relationships with funding partners.
14. Coordinate the community engagement process and obtain all necessary governmental approvals including zoning, design review and planning commission.
15. Attend trainings and conferences to ensure that DSCDO is visible in the industry and maintains quality relationships with funding partners.
16. All other duties as assigned and required to meet the responsibilities of this position and to achieve the overall goals of DSCDO.
POSITION REQUIREMENTS

1. Bachelor’s degree in business, architecture and design, urban studies, or related field; Masters preferred.
2. 5+ years working within the real estate development industry, specifically working with LIHTC and other gap financing sources.
3. Ability to supervise and motivate others.
4. Strong working knowledge of tax credit programs and public financing options for affordable housing developments.
5. Strong ability to work with diverse groups of stakeholders, including neighborhood residents, representatives of community-based organization, community leaders and public officials.
6. Proficiency in Microsoft Office products and web-based programs. Must be proficient in spreadsheet analysis (Microsoft Excel) and proficient in word processing (Microsoft Word).
7. Strong interpersonal and writing skills; highly organized with attention to detail; demonstrated capacity to manage multiple projects and meet deadlines.
8. Availability and willingness to work flexible schedule including evenings and weekends.

PHYSICAL DEMANDS
Ability to operate a computer and keyboard. Ability to operate a motor vehicle or equipment. May require reaching, standing, walking, and the ability to lift or move objects up to 20 pounds. May require vocal communication for expressing or exchanging ideas, hearing to perceive information at normal spoken word levels, visual acuity for color perception, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surroundings and activities.

WORKING CONDITIONS
Availability for extended hours during peak periods and attendance at evening and week-end meetings. Exposure to inside and outside environmental conditions. The office is located in a smoke-free facility.

This position description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of Detroit Shoreway Community Development Organization. Since no position description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder’s responsibility.

EQUAL OPPORTUNITY
Detroit Shoreway Community Development Organization is an Equal Opportunity Employer

COMPENSATION
- Annual salary commensurate with experience
- Healthcare coverage and disability insurance is provided with partial employee contribution
- Employer contribution to 403 (B) retirement plan
- Paid Time Off prorated for first year, then 18 days after first year plus week between Dec. 24th and Jan. 1st

Send Resume and Cover Letter with Salary Requirements by 5:00 p.m. on MONDAY, AUGUST 1, 2016 to:

Jeffrey Ramsey
Executive Director
Detroit Shoreway Community Development Organization
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NO PHONE CALLS PLEASE