



JOB DESCRIPTION

Job Title: Multi-Family Real Estate Development Manager Status: Exempt
Reports To: Vice President of Real Estate Development Department: Real Estate

Position Summary: Responsible for leading real estate projects from initial research through to financial closing, construction, and transition to Operations team

Primary Duties

- Serve as project manager for real estate development projects and activities.
- Prepare and present project status updates to the Board.
- Serve as a liaison between architects, engineers, and contractors to meet project milestones.
- Work with Property Managers and Portfolio Directors to review architecture plans for practicality, operational efficiency, and lower long term maintenance costs.
- Write and submit grants to secure adequate project funding.
- Prepare and submit grant updates on a quarterly or as needed basis.
- Develop and maintain predevelopment and construction project budgets.
- Solicit bids from General Contractors.
- Prepare applications for permanent and construction financing and tax credits.
- Prepare cost and operating pro formas for potential acquisitions, rehabilitation, and new construction.
- Collaborate with the Development Team and BHC (Better Housing Coalition) leadership in the evaluation and pursuit of new development opportunities.
- Review legal documents for real estate/partnership closings and ensure closings occur on schedule.
- Participate in conference calls and closing activities during project acquisition and equity and loan closings.
- All other duties as assigned by management.

Minimum Educational & Experience Requirements

- Previous experience in housing, finance, or real estate development
- Previous experience in financial modeling
- Previous experience developing cost and operating pro formas for real estate projects
- Bachelor's Degree within Business Management/Urban Planning/ Real Estate Development Degrees or commensurate experience is required.
- Previous experience developing cost and operating pro formas for real estate projects within Affordable multifamily housing is preferred.
- Project management experience is preferred
- Previous grant writing experience is preferred.

- 3 years of experience utilizing affordable housing financing programs- HOME, CDBG, Low Income Housing Tax Credits, tax exempt bonds and DHCD affordable and special needs housing programs

Minimum Skill Requirements

- Strong interpersonal and collaboration skills
- Effective and professional verbal and written communications
- Proven research and analytical skills
- High level of time management and ability to drill down to minutiae
- Proficiency with MSOffice products

Physical Demands

In terms of an 8-hour workday, “occasional” equals 1% to 33%, “frequent” equals 34% to 66% and “continuous” equals 67% to 100%. However, some duties are performed monthly, annually, or sporadically throughout the year and are essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of the position.

- Occasional physical inspections of properties or land tracts for prospective purchase and development that involves climbing stairs, uneven, rough, or rocky ground
- Continuously remain in a stationary position, particularly, but not limited to, at a desktop computer
- Frequent interpreting and entering numbers into complex spreadsheets, proofing legal documents and reading/interpreting large volumes of daily emails
- Frequent moving about, particularly in the office building
- Frequent travel by car to meetings and BHC properties
- Frequent repetitive use of hands/arms; particularly concerning typing, writing, phone & computer use.
- Frequent communication: verbal and written, in-person, phone and electronic
- Occasional ability to access the facility on all floors via staircases
- Continuous use of desktop computer
- Occasional outdoor activities requiring exposure to seasonal weather and associated temperature fluctuations

Work Environment

- Occasional exposure to seasonal weather and temperature fluctuations
- Occasional exposure to noise, dust, or commonly present environmental chemicals or fumes.
- Occasional risk of electrical hazards
- Occasional risk of dust
- Continuous low to moderate noise
- Continuous use of desktop computer
- Frequent working with others
- Frequent working alone

I have received, read, and understood the job description above.

Employee Signature

Date