



Real Estate Development Director

JOB DESCRIPTION

Title: Real Estate Development Director	Reports to: Chief Operating Officer
Status: Full-time	Category: Exempt
Supervises: Acquisitions Manager, Real Estate Development Manager, Project Manager/Owner's Representative	Last Updated: June 30, 2023

Position Summary

The Real Estate Development Director is the leadership role within the Real Estate Development Department responsible for oversight of all facets of the real estate development process from inception to stabilization. The Real Estate Development Director executes all functions of real estate development with a focus on identifying and pursuing new opportunities; planning, analyzing, and managing project budgets; securing financing; and administering this multi-faceted and multi-tasks process. The Real Estate Development Director guides and manages Department staff, coordinates with interdepartmental leadership and collaborates with external stakeholders to ensure housing production project quality within scheduled timelines, approved budgets, and Ability Housing's mission-driven expectations. The Real Estate Development Director reports to the Chief Operating Officer.

Essential Duties and Primary Responsibilities

The Real Estate Development Director leads Ability Housing's day-to-day housing development efforts, adhering to the organization's values, facilitating the agency's growth, and advancing Ability Housing's reputation as a quality builder.

- Oversees the organization's real estate development process including acquisition, planning, design, financing, permitting, construction (new or rehabilitation), and close-out
- Maintains a working knowledge of municipality, county, state, and federal affordable, workforce, and supportive housing development policies
- Maintains a working knowledge of affordable, workforce, and supportive housing funding sources as well as related application and timeline requirements
- Maintains a working knowledge of land use, zoning, and related processes
- Develops and maintains strong professional relationships with key stakeholders and partners in governmental, construction, and design sectors
- Guides development and execution of organization's acquisition strategy

- Assists in property identification, negotiation of acquisition, and site control
- Facilitates property financing, underwriting, and closing processes
- Leads solicitation of investor and lender proposals, analyzing and negotiating financing terms and legal agreements with lenders and investors, keeping Chief Operating Officer and Chief Executive Officer adequately engaged and informed
- Guides development of project plans and specifications, ensuring input from appropriate internal stakeholders
- Guides project development budget and secures operating pro forma from Asset Manager
- Ensures designated staff obtain required entitlements, permits, and approvals in a timely manner
- Engages and negotiates contracts with architects, contractors, vendors, and other applicable project team members
- Oversees coordination with architects, engineers, designers, financiers, construction personnel, and operations team
- Leads collaborative process to develop and refine project concepts
- Reviews and analyzes project design plans to drive quality and cost effectiveness
- Drives internal and external teams to keep projects on schedule and within budget
- Conducts general construction site visits and reviews
- Participates in all required meetings with stakeholders and partners, i.e., local and state organizations, commissions, committees, etc.
- Maintains continuous communication with the Chief Operating Officer and necessary constituents to keep others informed including of critical issues
- Manages due diligence processes in all real estate development activities
- Provides supervision and mentorship to Real Estate Development Department team members
- Performs other duties as assigned

Qualifications

The Real Estate Development Director will possess the following education, experience, and competencies:

Education

- Bachelor's degree in real estate, construction science/management, finance, business, engineering, or other related field
- Master's degree in related field a plus
- Related professional and/or industry certifications and/or licenses a plus

Experience

- Minimum of 10 years of real estate development and project management experience
- Multifamily housing development experience preferred, affordable housing a plus

Knowledge, Skills, and Abilities

- Knowledge, understanding, and application of all phases of real estate and affordable, workforce, and/or supportive housing development
- Strong critical thinking, decision making, and problem solving skills
- Sound judgement, analytical skills, and reasoning
- Excellent verbal and written communication skills
- Technological proficiency with Microsoft Office Suite and project management systems and databases
- Ability to perform a variety of responsibilities with keen attention to detail, strong integrity and ethics, and commitment to excellence
- Ability to take initiative, be independently resourceful, and maintain a results-oriented mindset
- Ability to focus, prioritize, and manage multiple tasks effectively
- Ability to balance competing and challenging demands, effectively handle shifting priorities, and meet deadlines
- Ability to function as a dependable/reliable team player with all staff
- Ability to lead and mobilize projects, project communication, and project teams based on critical milestones and timeline adherence
- Ability to mentor, develop, and build high performing teams
- Results orientation and persistence to achieve outcomes
- Possesses adaptable and entrepreneurial nature
- Possesses valid Florida driver's license and own actively insured transportation

Success Factors/Metrics

Some key success factors in accordance with the oversight of real estate development activities, processes, and operations include the following metrics:

- Number of housing project awards
- Successful management, execution, and stabilization of development projects
- Achievement of production and financial goals
- Efficient handling of project budgets, tasks, and timelines
- Compliance with affordable, workforce, and supportive housing policies and regulations
- Positive relationships with key stakeholders, constituents, and partners
- Effective negotiation and contract management
- Timely acquisition of required entitlements, permits, and approvals
- Quality project plans and specifications
- Effective management of teams
- Reflection of Ability Housing's core values and dedication to mission

Work Environment and Schedule

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Requires working at a desk and using a computer and telephone
- Requires use of office equipment and machinery
- Requires ability to travel between work locations
- Requires occasional lift and/or move of objects weighing up to 25 pounds
- Requires vision abilities including to adjust focus

Ability Housing offers a flexible work schedule and hybrid environment. Schedules may vary based upon the demand of each position and staff accommodation. This position primarily requires a regular daily (Monday through Friday) work week in-person and field presence. Some remote performance is possible. After hours, weekend duties, and travel are required at times.

Nothing in this position description restricts management's right, at any time, to assign or reassign duties and responsibilities or to revise this position description based on business needs. Furthermore, this job description is not to be construed as an exhaustive list statement of duties, responsibilities, and/or requirements.

Company Expectations of Employees

All employees are expected to

- Adhere to agency policies and procedures
- Report to work on time and prepared to perform the duties of their position
- Dress appropriately and professionally
- Attend required and assigned meetings and trainings
- Be courteous and respectful to fellow employees, agency clients, and company volunteers

Pay Range

\$125,000 - \$175,000 annually

Benefits

Ability Housing offers competitive compensation and benefits including medical, dental, vision, and life insurance; long-term disability; paid vacation and holidays; and retirement.

Ability Housing is firmly committed to equal employment opportunity (EEO) in recruitment, hiring, training, and promotion of persons based on merit, qualifications, and competence. Except in cases where required or permitted by law, employment decisions and practices shall not be influenced or affected by virtue of an applicant's race, color, gender, sexual orientation, national origin, age, religion, handicap, or any other characteristic protected by law.

Employee Acknowledgement and Signature

I have read this job description, its expectations, and requirements. I understand all job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodation.

I understand that performance evaluations and merit increases to my salary are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

I have had the opportunity to review this job description, discuss it with my supervisor, and ask questions prior to signing this form.

Employee Name

Employee Signature

Date