



# Real Estate Development Manager

## JOB DESCRIPTION

<b>Title:</b> Real Estate Development Manager	<b>Reports to:</b> Real Estate Development Director
<b>Status:</b> Full-time	<b>Category:</b> Exempt
<b>Supervises:</b> Real Estate Development Administrator	<b>Last Updated:</b> June 30, 2023

### Position Summary

The Real Estate Development Manager is responsible for housing development activities to meet Ability Housing's housing production and financial goals. The Real Estate Development Manager assists with the day-to-day management of housing projects, including support with sourcing, acquisition, feasibility/due diligence, entitlement/design, engineering, financing, and pre-construction activities. The Real Estate Development Manager plays a lead role in housing development financing. The Real Estate Development Manager is an integral member of the Real Estate Development team, working collegially with all team members. The Real Estate Development Manager supervises the Real Estate Development Administrator and reports to the Real Estate Development Director.

### Essential Duties and Primary Responsibilities

The Real Estate Development Manager supports Ability Housing's housing development and financing efforts, adhering to the organization's values and advancing Ability Housing's reputation as a quality builder.

- 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
- Creates investment models and budgets for new development and acquisition opportunities
- Supports the organization's acquisition strategy including market research
- Supports due diligence processes for land acquisition and development
- Supports identified land valuation and surveying

- Leads collaborative process to develop and refine project concepts including population profile, design elements, budgetary considerations, and timeline
- Coordinates community engagement efforts, including elected officials and municipal staff
- Oversees and manages property financial analysis and financing
- Guides financial structuring of projects to determine appropriate funding sources such as, but not limited to, Low-Income Housing Tax Credit, tax-exempt bonds, HUD and rural development programs, Federal Home Loan Bank Affordable Housing Program, State of Florida loan programs, local funding programs, and rental or operating subsidies
- Leads budget and application preparation of public and private financing sources
- Oversees and manages underwriting and closing processes and approvals inclusive of all requisite supportive documentation
- Prepares financial projections for use by lenders and investors
- Supports solicitation of investor and lender proposals, analyzing and negotiating financing terms and legal agreements with lenders and investors, keeping Real Estate Director, Chief Operating Officer, and Chief Executive Officer adequately engaged and informed
- Manages development of project plans and specifications, seeking input as required and appropriate
- Support process to select, hire, and oversee architects, general contractors, owner's representatives, and other real estate development team members
- Works with attorneys to review and negotiate contracts with architects, general contractors, and other project team members
- Collaborates with Real Estate Development team including architects, attorney, lenders, investors, and public agencies
- Assists Real Estate Development team in coordinating and securing project entitlements, approvals, certifications, permits, etc. in a timely manner
- Supports construction progress management, trouble-shooting on project financing and development matters
- Participates in all required meetings with stakeholders and partners, i.e., local and state organizations, commissions, committees, etc.
- Maintains continuous communication with the Real Estate Development Director and necessary constituents to keep others informed including of critical issues
- Maintains project timelines and ensures milestones are met on time and within budget
- Maintains due diligence in all property development functions
- Ensures accuracy and maintenance of all required project documentation and files
- Provides supervision to Real Estate Development Administrator
- Performs other duties as assigned

## Qualifications

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

## Education

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

## Experience

- Minimum of 5 years of experience in real estate development and financing, particularly in affordable, workforce, and supportive housing
- Minimum of 3 years of 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 housing development and financing
- Critical thinking, decision making, and problem solving skills
- Sound judgement and analytical skills
- Excellent verbal and written communication skills
- Technological skills and proficiency with Microsoft Office Suite and project management systems and databases
- Ability to perform responsibilities with attention to detail, strong integrity, and ethics
- Ability to work independently and maintain a results-oriented mindset
- Ability to work within a collaboratively team environment
- 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 manage projects and project communication based on critical milestones
- Ability to mentor, develop, and build employees
- Possesses valid Florida driver's license and own actively insured transportation

## Success Factors/Metrics

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

- Efficient due diligence throughout property acquisition process
- Positive relationships with key stakeholders, constituents, and partners
- Project completion within deadlines and budget
- Secured project financing and awards
- Timely and accurate communication and reporting
- Effective employee management
- Applications' submission of mission-aligned projects in accordance with specifications

## **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**

\$70,000 - \$100,000 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.

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Employee Name

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Employee Signature

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Date