

Job Summary

Provide overall direction for the housing development projects in the region including identifying new development opportunities, project feasibility assessment, managing one project directly, managing consultants, and assisting them with on-going project management and development activities.

Job Description
ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop an overall real estate strategy for the region, taking into account resources, politics, opportunities, competition, and locations that already have Mercy Housing presence.
- Oversee the identification and review of sites for potential housing development as well as identify existing properties appropriate for acquisition and use as affordable housing for approval by the Regional President and MHI Investment Committee.
- Create and implement redevelopment strategies for underutilized or vacant housing properties owned by Mercy Housing.
- Plan for and lead the re-syndication of properties that have reached Year 15 of their compliance period.
- Perform financial and land use analysis to determine site development potential.
- Represent the organization in negotiations for the purchase of property and terms of financing.
- Coordinate submission process for project approvals in accordance with Mercy Housing processes and standards.
- Assure that local approvals and neighborhood review of proposed housing development projects occur, including submitting land use applications, and attendance at hearings and neighborhood meetings.
- Demonstrate thorough knowledge of federal, state, and local housing finance programs.
- Oversee submission of applications for funding and negotiation of financing terms.
- Work with other organizations within the housing development, healthcare, and religious communities to create opportunities and support for low-income housing development.
- Supervise housing development consultants and staff, at such time additional staff are hired.
- Represent regional office in matters relating to the housing development work of the organization.
- Establish housing production goals in cooperation with the Executive Vice President.
- Meet regularly with Executive Vice President and other Mercy staff as needed. Provide reports and present information as requested.
- Work cooperatively with others.
- Comply with all company policies and procedures.

COMPETENCIES

- Seek out and network with people, organizations and public agencies that can result in real estate development opportunities and resources. Creative in approach to identifying and following up on development opportunities.
- Work with a participative style of decision-making. Achieve results for the organization with and through other people utilizing creative and innovative solutions.

SUPERVISORY RESPONSIBILITIES

- This position does not have supervisory responsibilities.

Job Code:	RED004	FLSA Status:	Exempt
Job Family:	Real Estate Development	Job Function/Sub Function:	
Salary Grade:	E7/25	Approved By:	
Last Updated:	02/2021		

MINIMUM QUALIFICATIONS OF POSITION

- Bachelor's Degree in Business, Finance, Planning, or related field.
- Six (6) years in of experience in housing development or related field.
- Successful completion of five (5) multi-family, senior, or special needs housing development projects.
- Supervisory experience.

KNOWLEDGE AND SKILLS

- Communicate clearly and relate to a variety of diverse individuals and groups.
- High proficiency in using Excel and other software programs for developing real estate development proformas, operating budgets and pipeline reports.
- Demonstrate knowledge of managerial and leadership skills including a proficiency for conceptual thinking, motivating and problem solving. Plan, organize, budget, and supervise.
- Possess initiative and the ability to work independently.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Physical: Must be able to push/pull object less than 30 pounds, walk, climb stairs and enter/exit buildings that are under construction, occasionally, without normal ingress/egress available.

Sensory: Ability to read fine print on documents. Able to speak clearly and make self-understood, while also understanding others using the English language.

Cognitive: Ability to understand and relate to concepts behind specific ideas and remember multiple tasks/assignments given to others over a period of days. Able to concentrate on moderate detail in both office and field with moderate interruption. Able to attend task/function for more than 60 minutes at a time.

Environment: Exposure to different climates. Exposure to dust, dirt, air particles, and hazardous materials common to residential construction sites.

Equipment: Ability to properly operate computers & telephone.

SIGNATURES

Employee signature below constitutes employee's understanding of the requirements, essential duties and responsibilities of the position and can perform each function (circle one (1) below):

WITH or WITHOUT accommodation.

Employee _____ Date _____

Note: This job description is intended to describe the general nature and level of work performed and is not to be construed as an exhaustive list of responsibilities, duties, and skills required. Duties may be reassigned, or other duties may be assigned. Furthermore, it does not establish a contract of employment and is subject to change at any time at the discretion of the employer.

Mercy Housing provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.