**Real Estate Director job posting**

**GENERAL PURPOSE:** Manages and/or coordinates the acquisition, financing, re-financing, disposition, renovation and new construction of affordable housing development projects. Will have responsibility for asset management, grant writing, when appropriate, and special projects as they are identified.

**ESSENTIAL DUTIES/RESPONSIBILITIES**

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The organization retains the right to modify or change the duties or essential function of the job at any time.

1. Identifies and analyzes the acquisition and development of properties for preservation, rehabilitation and/or new construction. Coordinates the evaluation of siting and marketing issues, entitlement, community notification, preparation of development budgets and operating proformas, preparation of funding proposals, and coordination of loan closings and reporting requirements.

2. Develops strategies for housing development, analyzes financial data, and develops operating pro-forma. Evaluates long-term plans for holding or disposing of property.

3. Develops budgets, analyzes loan and financing structures, reviews legal documents, coordinates rehabilitation process specifications, and monitors construction progress.

4. Communicates regularly and seeks assistance from other SMHO staff in developing financing structures, and in coordinating management, compliance, and maintenance for properties.

5. Makes recommendations to Executive Director on projects for acquisitions, capital improvements, and development. Prepares detailed memoranda to SMHO Board of Commissioners to provide analysis of acquisition, development, or disposition of property. Memos include financial risks/rewards to agency.

6. Coordinates the preparation of RFQ’s, RFP’s and appropriate procurement of consultant services related to housing development; and the management and administration of such consultant services.

7. Coordinates and manages multiple housing projects in various phases of the development process. Works closely with other SMHO team members, and also with attorneys, accountants, and other outside consultants to review legal and accounting documents, and other specialized services (appraisals, surveys, architectural, engineering, and other development-related documents).

8. Oversees the design, entitlement and permitting process.

9. Coordinates meetings, agendas, and tasks for appropriate stakeholders in a development.

10. Participates in developing, updating and implementing the company’s strategic asset management plan. This includes but is not limited to review preventive maintenance schedules; review physical needs assessments; develop and update capital replacement plans; conduct annual inspections of the portfolio.

11. Research, design and administer rehab program for qualified homeowners.

**SECONDARY/RESPONSIBILITIES**

· Represents the SMHO at various functions with local, regional and national businesses, service interest organizations, associations, and government agencies.

· Identifies funding sources and prepares grant and loan applications for housing and program funding.

· Other duties as may be required in carrying out special projects.

KNOWLEDGE/SKILLS/ABILITY:

The skills listed here are a starting point for this new position. SMHO reserves the right to revise the requirements as needed as the position is developed and new opportunities are identified.

· Solid knowledge of affordable housing development and finance, including the Low-Income Housing Tax Credit, Tax-Exempt Bond financing, and federal, state, and local funding programs

· Expert knowledge of underwriting for housing development

· Solid project management skills

· Solid grant writing skills

· Expert computer and internet skills, including Microsoft Excel

· Expert research skills

· Solid knowledge of contract administration

· Solid public speaking and presentation skills

· Solid verbal and written communication skills with the ability to effectively communicate and interact with all levels of personnel and the general public

EDUCATION/FORMAL TRAINING/EXPERIENCE

· 4-year degree in relevant field and a minimum 5-years of work experience in real estate and housing development.

Pay: From $100,000.00 per year

**We offer the following benefits:**

* 11 paid holidays and 4 floating holidays
* Vacation and sick time accrual
* 401 account with 5% company match
* 457 account with 2% company match
* Medical/dental/vision
* FSA Healthcare and Dependent Child Care accounts
* Company paid Life/ADD insurance

**Submit your resume and cover letter to:** [**HR@smho.co**](mailto:HR@smho.co)