

VOLUNTEERS OF AMERICA NATIONAL HEADQUARTERS

Senior Vice President of Housing Development

Come make a difference! Volunteers of America is one the nation's largest and most comprehensive human services organizations. Since 1896, our ministry of service has supported and empowered America's most vulnerable groups, including at-risk youth, the frail elderly, men and women returning from prison, homeless individuals and families, people with disabilities, and those recovering from addictions. We are one of the nation's largest nonprofit providers of quality, affordable housing for low and moderate-income households and persons with special needs.

The SVP of Housing Development will be responsible for the development, acquisition and/or recapitalization of housing and other real estate projects across the nation, and for promoting public policy that allows this development activity to have Volunteers of America as a recognized non-profit leader in these vital sectors. The principal activity of this position will relate to the execution and refinement of the Strategic Plan for Housing, as it relates to housing and community development.

Summary of Essential Functions, Duties & Responsibilities

Real Estate Development and Acquisition

- Refine and execute the Strategic Plan for housing development for Volunteers of America by developing, organizing and performing the many and varied tasks related to directing the department activities evaluating, underwriting, determining capital structures, and closing on real estate transactions
- Negotiate and execute multimillion dollar contracts and partnership agreements for land, debt, equity and the development of real estate development
- Take the principal responsibility to assure that all tasks for each real estate development opportunity's transactions are completed accurately and on time in order for Volunteers of America to properly build its portfolio of financially strong housing and other real estate assets
- Serve as an Officer of Volunteers of America National Services and Volunteers of America, Inc nonprofit housing and other subsidiary organizations reviewing and executing contracts and documents as needed
- Make presentations to the Volunteers of America National Services board for consideration of housing and community development opportunities, and execute the decisions of this group
- Direct and ensure Housing Department staff work with National Services Operations and Asset Management staff to ensure a successful underwriting of new or recapitalized projects

Advise and Assist Volunteers of America Affiliates in Real Estate Development Activities

- When requested by affiliate CEOs, review, assist and advise affiliates in housing and real estate development activities they make undertake on their own or in partnership with third party nonprofit or for profit partners

- Assist affiliates in the acquisition of funding for real estate development from governmental entities, commercial lenders and equity sources, and foundations

Developing and Structuring Financing, Capital

- Using accepted business standards and best practices, develop financial analysis and structure, determine necessary capital (terms, requirements, gap financing, and equity), anticipate lender's/investor's perspectives, identify and approach financial resources, and pursue and negotiate most favorable financial arrangements, and cooperate with finance department to ensure appropriate underwriting
- Locate and secure non-real estate project sources of department operational funding from foundations and trusts. Assist in securing lines of credit for project predevelopment funding

New Construction of Affordable Housing and Community Development

- Direct department activities by managing new construction through keeping current with market research, design applicability to mission, matching the project with established and anticipated community needs, meeting agreed upon timelines, and doing so in concert with best practices and applicable codes

Public Policy Advocacy

- Participate in meetings with national, state and local elected officials to promote the programs of Volunteers of America and seek favorable public reaction
- Working in concert with SVP, Housing and Volunteers of America's public policy department
- Speak at public forums and association meetings relating Volunteers of America's housing and real estate development goals and mission as a subject matter expert and organizational spokesperson

Knowledge, Skills and Abilities

- Bachelor's degree required with graduate degree preferred
- Strong knowledge of land use, zoning, site planning, construction, ADA / 504, Fair Housing, property management, asset management and various affordable housing, healthcare and community development programs
- Successful experience in team leadership, time management, negotiating, multi-project / multi-tasking skills and an evenhanded demeanor for dealing with a variety of tasks performed by a variety of staff and retained professionals
- Extensive working knowledge of real estate *pro forma* data, sophisticated real estate documents relating to use restrictions, debt, equity and grants, plus have a command of the real estate closing process, along with an expert knowledge of housing finance programs related to debt, equity and grants and how to bring them together for successful capital structures
- Understanding of financial statements, operating accounting and operations reports, along with understanding the real estate tax system
- Expert knowledge of governance and corporate and partnership formations

- 10 to 15 years' related experience and/or training; or equivalent combination of education and experience in real estate development, operations, asset management, acquisitions and construction
- Ability to work flexible hours. Ability to travel is required

We offer a generous benefits package which includes health, dental, vision, retirement, etc.

To apply visit our web site at: <http://www.voa.org/careers>.

To contact someone in HR directly, please email us at CareerAssistance@voa.org.

EEO/AA Employer/Vet/Disabled