



PIEDMONT HOUSING ALLIANCE

Job description

Director of Real Estate Development

Reports to: Executive Director

Position Status: Exempt, Salaried; (40 hours/week)

Salary: \$100,000 - \$120,000/year plus benefits described below

Office in Charlottesville, VA with Hybrid in-person/Remote Work Policy

ORGANIZATION

Piedmont Housing Alliance's mission is to create affordable housing opportunities and foster community through education, lending, and development. We are the backbone nonprofit affordable housing organization in the region and operate through a collaborative approach as evidenced through a broad range of partnerships from new housing development to recently opening Charlottesville's first Financial Opportunity Center. Our work reflects our core values of Equity, Opportunity, Home, Community, and

Respect. Over the last five years, Piedmont Housing has increasingly deepened its focus on racial equity as a primary lens for the organization's work – internally, programmatically, and through advocacy - and we strive to become an anti-racist organization.

POSITION SUMMARY

The Director of Real Estate Development will take the lead in advancing our multi-family and homeownership developments. This position is responsible for managing the entire development process of large, complex affordable housing projects, including feasibility analysis, acquisition, deal structuring, design development, financing, public approvals, construction, and close-out. Primary responsibilities focus on achieving the objectives for each active development and managing tasks related to property acquisition, pro-forma financial analysis, design, construction debt and equity financing, closings, and lease-up and stabilization. S/he collaborates with other members of the Piedmont Housing team (development, community management, finance), and with the design team, general contractors, public agency staff, lenders, partners, and consultants.

The position will lead a small team, serve as a member of the leadership team and report to the Executive Director.

ESSENTIAL RESPONSIBILITIES

1. Manage all facets of real estate development projects from concept through completion, including:
 - o Feasibility, Entitlement, and Design
 - Lead process from predevelopment and acquisition, through site plan review, design and permitting.
 - Create and manage market and financial analyses, feasibility assessments, budgets, and proformas.
 - Perform site due diligence, including review of zoning, utilities, etc.
 - o Financing and Construction
 - Participate in preparing applications for project funding, including community engagement, pre-development, construction, and permanent financing and submit related applications, documentation, and reports as required by lenders/funders.
 - Coordinate design team through construction, monitoring schedule, cost, and quality of work; accountable for managing adherence to schedule and budget.
 - Negotiation of all major agreements and financing documents.
 - Manage final punch lists and construction close out.
 - o Portfolio and Operations Support
 - Develop productive, positive working relationships and communication systems with Piedmont Housing Alliance colleagues in development, community management, and finance.
 - Liaison between real estate team and community management/operations on building-related issues.
2. Manage a multidisciplinary development team of staff and consultants. This includes the responsibility to hire, train and support a small team of real estate development staff.
3. Foster productive and collaborative relationships with the development community, lenders, municipalities, various levels of government, and other public, private, and non-profit partners.
4. Responsible for leading and developing Piedmont Housing's project pipeline. This includes the ability to forecast and budget development resources effectively across varied project types.
5. Recommend and implement improvements on development policies, procedures, and systems.
6. Participate in organizational strategic planning and other executive management processes.

7. Perform other duties as assigned by the Executive Director

KNOWLEDGE, SKILLS & ABILITIES

- Ability to simultaneously manage and successfully deliver multi-faceted projects; proven track record of leading all aspects of the real estate development process and project management, including coordinating teams and managing schedules, tasks, and construction.
- Prior experience in architecture, real estate development, project management, and/or construction.
- Strong working knowledge of affordable housing development, finance, and building construction practices and standards.
- Ability to analyze information, evaluate opportunities, and recommend a course of action.
- Team player with excellent interpersonal skills, who interacts productively and positively with other members of the Piedmont Housing Alliance team.
- Strong communication skills, with ability to make presentations to residents, neighbors, civic leaders, government, and funders.
- Ability to meaningfully engage with issues of racial equity and inclusion.
- Detail-oriented; able to plan, prioritize, and organize multiple projects concurrently.
- Adaptable and open to exploring opportunities.
- Self-motivated, with an ability to work both independently and within a team setting.
- Proficient in computer software, including Word, Excel, and Power Point.
- Strong work ethic, enthusiasm, integrity, good judgment, and sense of humor.

QUALIFICATIONS

- 5+ years of residential real estate project development, neighborhood revitalization, city planning, and/or construction experience, preferably with affordable housing.
- Degree in Urban Planning, Real Estate Development, Architecture, or related field preferred.
- Demonstrated knowledge of financial analysis techniques in preparing and analyzing financial models and working with complex spreadsheets.

CONDITIONS FOR EMPLOYMENT

- Successful completion of a criminal background check and 10-panel drug screen
- After accepting employment, new employees are required to complete an I-9 form and present documentation confirming their identity and eligibility to work in the United States

BENEFITS OVERVIEW

Piedmont Housing offers a highly competitive salary and benefits package which includes:

- Generous Paid Time Off
 - 4 weeks PTO (sick + vacation); goes to 5 weeks after 2 years of employment
 - 1 extra PTO day on (or near) an employee's birthday
 - 10 paid holidays
 - ½-day Fridays during the summer months
 - Sabbatical opportunities for Director Level positions
 - 4 weeks of parental leave (birth or adoption)
- Opportunity for merit-based bonuses (up to 10% of salary)
- Retirement
 - 3% salary contribution to 401K by PHA
 - Match up to 2%
- Medical
 - Paid medical + dental insurance for employee
- Dependent Care FSA
- Training/Coaching
 - Opportunities for Executive Coaching for Director Level positions
 - Access to regular, paid training/travel opportunities through NeighborWorks Training Institutes (and other national intermediaries) as well as Virginia-specific opportunities to support skills and leadership development

Piedmont Housing Alliance is an Equal Opportunity Employer. We are committed to building a team that uplifts and values inclusive policies and equitable practices. Candidates of all races, ethnicities, nationalities, religions, genders, sexual orientations, ages, and abilities are encouraged to apply.