

## Development Manager I

**DATE POSTED: August 1, 2019**

**SALARY: Commensurate with Experience**

**DEADLINE: August 31, 2019**

Under general supervision of Director of Planning & Development, position is responsible for: (1) planning and managing the development of multi-family and homeownership real estate development projects (2) coordination of the financing of affordable housing with Low Income Housing Tax Credits, HOME, CDBG and other local, state and federal financial sources (3) coordination with other City agencies in connection with the land entitlement process and infrastructure needs (4) public presentations and working successfully with community groups, elected officials and their representatives, government and private lenders, and low-income tenants (4) prioritization of tasks on multiple projects simultaneously.

Performance of duties requires excellent project management and problem-solving skills, strong knowledge of real estate financing and development and a thorough knowledge of public governance requirements. Strong interpersonal skills and excellent organizational skills as well as superior oral and written communication abilities are essential.

### **Major Duties and Responsibilities:**

1. Create and/or coordinate with others to create a development plan for HABC and City-owned sites. Work with supervisor and senior team to successfully implement this program.
2. Performs a detailed level of analysis and review; prepares and presents development options and strategies, determines financial feasibility and realistic development schedules, uses knowledge of market and Agency goals to develop an appropriate development program, and assesses redevelopment proposals.
3. Draft, review, and manage project proformas and perform financial feasibility and sensitivity analyses. Prepare and monitor project budgets, cash flow projections and project schedules. Review and approve invoices compared to approved budgets submitted by members of the redevelopment team. Provide oversight and direction on budget changes and ensure submission of appropriate forms and documents to HUD for development and Mixed Financed developments.
4. Plan, implement and review all financial and physical due diligence needed to safeguard the organization's investments in real estate and corporate integrity, including appraisals, surveys, title reports, Phase I and II environmental studies, market studies, and rent comparable studies.
5. Oversee planning approval and all construction permits and approvals, and all wet and dry utility plans and approvals.
6. Represents the agency to stakeholders and the general public. Strategizes and plans outreach to garner community support for projects. Attend and participate in community and government agency meetings as needed.
7. Research and secure funding sources to support predevelopment, construction and permanent loan phases for development if needed. Assists developers in coordinating closings.
8. Monitor project accounting and oversee contract payments, lender and funder reporting requirements in a timely manner if needed.
9. Monitors project compliance with pertinent laws, policies and procedures. Insures compliance with various HUD regulations, the development grant agreement, Program Close-Out, and other regulatory agreements and contracts associated with the project.

10. Promote the hiring and use of MBE/WBE or Disadvantaged contractors in support of revitalization activities. Review compliance with Section 3 hiring and the use of Section 3 businesses, encourage Minority and Woman Business Enterprises (MBE/WBE) outreach and evaluate efforts to include such firms in program activities
11. Prepare and present progress reports to supervisor, senior team, Board of Directors, Board committees, and others as needed.
12. Act as a liaison between HABC, the City's Department of Housing and Community Development, and other city or State agencies working on the project. Provide oversight and direction to project consultants, and third parties hired to support or implement redevelopment activities.
13. Conduct research on development and mixed finance project issues; prepare written analysis with recommendations and options on problems facing the redevelopment effort.
14. Other tasks as assigned related to real estate development, policy development, organizational budgets, planning and administration.

**Required Knowledge and Abilities:**

1. Knowledge of multifamily real estate project management tools and principles.
2. Knowledge of multifamily real estate budgets and finance and cost control management, project accounting, financial analysis, and project underwriting.
3. Knowledge of the various project functions required for a successful mixed financed project, including, project management, predevelopment planning, development of revitalization plans, legal requirements, procurement tasks, financing structure and arrangements, construction management, relocation, property management, community and supportive services.
4. Knowledge of public housing activities at the federal, state, and local levels in both private and public sectors. Knowledge of current HUD funded programs such as development and the RAD program.
5. Knowledge of the Low-Income Housing Tax Credit, bond financing, and other funding approaches required to finance urban revitalization initiatives.
6. Basic knowledge of building construction. Ability to track and manage construction projects, subcontractors and project development participants.
7. Ability to plan and manage the development of multifamily real estate projects.
8. Strong analytical abilities, computation, negotiation and problem-solving skills.
9. Ability to make public presentations and to work successfully with community groups, government and private lenders, and low-income tenants.
10. Ability to lead internal and external project teams.
11. Ability to work independently as well as with teams.
12. Advanced knowledge of Microsoft Excel. Knowledge of modern office equipment including copiers, personal computers and Microsoft Office Suite Software, calculators, etc.
13. Knowledge of report preparation techniques and procedures, and a demonstrated ability to prepare and evaluate professional and technical reports and other documents.
14. Ability to work independently and use sound judgment in decision-making, problem solving, and maintaining confidentiality.
15. Ability to present ideas in a clear and concise manner, both orally and in writing.
16. Ability to interpret, understand and act on policies, regulations and procedures.
17. Ability to treat all internal and external customers with unfailing courtesy, consideration and have a professional attitude towards others.

18. Ability to establish and maintain effective working relationships with the general public and federal, state, and city agencies; ability to communicate with individuals from a broad range of socio-economic backgrounds.
19. Valid Driver's License and access to an automobile

#### Physical Requirements

1. Must be physically able to operate a variety of automated office machines including computers, calculators, copiers, printers, facsimile machines, telephones, etc.
2. Must be able to move or carry objects or materials such as files, computer printouts, reports, calculators, etc.
3. Must be physically able to access housing units and non-dwelling space, common, areas, grounds and construction sites for monitoring purposes, job meetings or assessment of conditions or problems.

#### Minimum Education, Training, and/or Experience

1. Bachelor's degree from an accredited college or university in architecture, urban planning, business, real estate, business administration, public administration, environmental design, or a related field.
2. Four (4) years of progressively responsible experience in financing affordable housing with Low Income Housing Tax Credits, HOME, CDBG and other local, state and federal financial sources. Experience in government or private industry in project management, developing or reviewing and approving large-scale, affordable projects for multifamily rental and ownership, economic development, commercial development or related activities may be considered.
3. An equivalent combination of education, training and experience, which provides the required knowledge and abilities, may be considered as satisfying part of 1 or 2 above.

**HABC is a drug free workplace. All employees may be subject to random testing for substances.**

**TO APPLY: Please send a resume and cover letter with salary history via email to [careers@habc.org](mailto:careers@habc.org). Please include the title of this position in the subject line of your email.**  
**EOE/Drug-Free Workplace**