

Come join our team as a Director, Affordable Housing! This position will serve our Colorado property portfolio!

Volunteers of America National Services (VOANS), a wholly owned subsidiary of Volunteers of America, Inc., (VOA) is a national faith-based, human services non-profit organization. VOANS provides affordable housing and senior healthcare services in 40 states and Puerto Rico. **VOANS is one of the largest owner and developers of affordable housing nationwide with a significant portfolio and pipeline in Colorado.** VOANS has annual revenue of approximately \$300 million, including unconsolidated affiliated entities.

**Salary: \$150,000+ (Based on Experience)**

**Director, Affordable Housing Highlights:**

- Competitive benefits package: Medical, Dental and Vision Insurances
- Vacation/Personal Days off
- Pension
- FSA / HSA
- Various Employee Wellness Programs
- 403(b) Retirement with discretionary match of 50% on up to 6% of employee contribution
- Company paid Short-Term Disability Coverage

**About the Job:**

Responsible for sourcing and closing on the development, acquisition or preservation of **affordable housing** projects utilizing Federal, state, local and private funding sources, including LIHTC, conventional debt, and other sources. Core measures of accomplishment include successful closing of real estate development, acquisition, and/or preservation projects within budget, on schedule, and generation of developer fees/revenue compared to project pipeline projections.

***Strategy Development***

- Work with the VP, Real Estate Development and others to determine the strategic direction in geographic target areas.
- Work with VOA Affiliates in the geographic areas to determine their strategic areas of focus and how VOANS housing development can assist them in meeting their goals.

***Predevelopment & Closing Phase***

- Analyze real estate market and recommend available sites for development.
- Perform site due diligence-utilities, zoning, soils, etc.).

- Negotiate with land or building Seller to finalize the purchase of the site or extend options as required.
- Direct third party due diligence by engaging contractors, architects, appraisers, market analysts, and other consultants.
- Solicit community support/funds, which includes organizing and attending public meetings, researching funding opportunities and preparing or assisting in the preparation of funding applications.
- Working with Planning and Design Director, direct architect and contractor in the design, value engineering and permitting of the project.
- Secure financing by leading the development team in the preparation of required documentation required for the submission of all financing application packages.
- Engage and assist legal counsel (internal and external) in the formation of new entities, closing documents, board resolutions and other documents that may be required for the successful development of the project.
- Represent ownership sponsor at city/county zoning meetings/neighborhood meetings – this may require multiple meetings throughout the development.
- Complete requirements to meet tax-credit carry-over requirements and other pre-closing funding agency milestones.
- Prepare DRC/HDLC/VOANS board applications and present to DRC/HDLC committees for internal project approvals.
- Lead and provide guidance to the development team members for all closing requirements.

### ***Construction Phase***

- Supervise the general contractor and architect through the construction phase, in conjunction with the Construction Manager or owner's representative, to the completion of the warranty period.
- Oversee construction loan, equity, and soft funding partner draws in conjunction with the accounting team.
- Provide direction and guidance, and facilitate the transition from development to operations which includes consistent communication with and directing activities for the interdepartmental team including housing management, accounting, asset management and local affiliate staff, among others.
- Responsible for organizing ground breaking and grand opening ceremonies, including providing direction and guidance to VOA Communications Department, directing local affiliate staff, vendors, media and local politicians.
- Work with Development Accounting and Asset Management Compliance to assure the funding compliance requirements are completed on time.
- Perform project closeout activities.

### **Required Qualifications:**

- Bachelor's degree required with graduate degree preferred.
- Excellent project management skills and experience.
- At least 5-7 years' related experience and/or training; or equivalent combination of education and experience in affordable housing real estate development and housing finance.
- Experience having lead project teams and closed at least two LIHTC transactions.
- Excellent organizational skills.
- Excellent written and verbal communication skills including public speaking and making presentations.
- Ability to work independently and keep flexible hours. Ability to travel 15% of time.

At VOANS, we celebrate sharing, encouraging and embracing diversity. Equal employment opportunities are available to all without regard to race, color, religion, sex, pregnancy, national origin, age, physical and mental disability, marital status, parental status, sexual orientation, gender identity, gender expression, genetic information, military and veteran status, and any other characteristic protected by applicable law. We believe that blending individual strengths and unique personal differences nurtures and supports our organizations' shared commitment to our mission and creates an inclusive and diverse environment where everyone feels valued and has the opportunity to do their personal best

How to Apply: For consideration, please apply using this direct link:

<https://recruiting.ultipro.com/VOL1002VANS/JobBoard/04944ae5-9664-44e6-b9ee-572ba28e4da8/OpportunityDetail?opportunityId=7e282326-f5d4-4c27-97b1-f0d5377c96e2>

Learn more about VOANs by visiting our website: <https://www.voans.org/>