Enterprise Job Description

Position Title: Acquisition and Development Planning Manager
Location: Metropolitan Baltimore/District of Columbia Area

Job Purpose:
The Development Planning and Acquisition Manager will source and manage new opportunities for ECD including acquisition of operating properties and land. Primary responsibilities include sourcing and evaluating development opportunities (acq/rehab, new construction, or redevelopment), underwriting and managing due diligence for acquisitions, negotiating purchase contracts, financial modeling, planning/design, managing public approvals and community engagement, and financial structuring. The successful candidate will be highly motivated, enthusiastic, and an effective part of a team motivated to develop affordable, workforce and market-rate housing.

Responsibilities:

Essential:
• Identify existing operating properties and land for potential acquisition. Underwrite prospective purchases and perform due diligence.
• Conduct research and market analysis related to new development and acquisition opportunities. Prepare development models. Evaluate feasibility.
• Negotiate letters of intent and purchase agreements.
• Develop and manage relationships with brokers and property owners to facilitate sourcing of acquisitions.
• Community engagement including attending community events, meetings and correspondence.
• Prepare and coordinate RFP/RFQ submissions.
• Prepare proposals and financing packages for development opportunities.
• Prepare and review evidentiary documents.
• Manage the closing process. Coordinate and negotiate acquisition financing documents (and in some cases development financing documents) and any other due diligence information required by lenders and investors in connection with the closing of real estate developments.
• Maintain a working knowledge of requirements of available local, state, federal and private financing sources.
• Prepare and submit progress reports or other requested information as required in connection with certain financing sources.
• Assist Development and senior staff with special projects.
• Perform other duties as assigned.

Qualifications and Skills

• Bachelor’s degree required; Master’s degree and 5+ years of related experience preferred.
• Basic knowledge of real estate financing, market research and/or construction preferred
• Proficient Word, Excel, PowerPoint skills; Salesforce experience a plus.
• Excellent grammar, editing and proofreading skills to produce complete, correct correspondence, proposals and reports.
• Strong communication skills with ability to clearly express ideas, thoughts and concepts verbally and in writing.
• Demonstrated professionalism, diplomacy, composure, flexibility and ability to adapt to a variety of situations.
• Demonstrated interpersonal skills to represent company to all parties.
• Ability to perform multiple tasks in a fast-paced environment.
• Willingness to work as an effective, enthusiastic member of a team.
• Strong initiative with ability to seek out relevant information prior to making timely decisions.
• Strong organizational skills and ability to coordinate complex activities, prioritize conflicting demands and meet deadlines.
• Ability to work pro-actively and independently, solve problems and take responsibility for moving tasks forward with minimal supervision.
• Ability to coordinate complex activities, meet deadlines, and use good judgement in managing conflicting demands and priorities.
• Ability to work some evening and weekend hours during peak periods.
• Incumbent is expected to:
  • Demonstrate strong ethics in interpersonal relations.
  • Work as an effective, collaborative team member.
  • Continually improve systems and procedures within own job, department and company.
  • Treat internal and external customers with respect, honesty and professionalism.

Physical Demands/Working Conditions
• Ability to work under stress/pressure.
• Ability to travel for flights up to 6 hours, or in automobile, or train.
• Ability to climb stairs at project sites.
• When visiting project sites, incumbent may be exposed to varying environmental conditions (e.g., outdoor weather, mud, dust, and other construction work site hazards).
• Valid driver’s license required.

To apply to the position visit our careers page at https://careers-enterprisecommunity.com/Careers.aspx and under all positions click on the Acquisition and Development Planning Manager