Title: Vice President, National Real Estate Programs  
Division: National Initiatives  
Duration: Continuous  
Department: National Real Estate Programs  
Reports to: Senior Vice President, National Initiatives  
Location: Washington, DC or Regional Office  
Position Number:  
Status: Full-time Exempt  
Salary Band: 180  
Supervises Others: Yes

**Purpose of Division:**

The National Initiatives Division is responsible for developing, testing, and managing innovative national programs and services designed in support of the approximately 250 NeighborWorks Organizations with the overall objective of sustaining a network of excellence that creates opportunities for people to live in affordable homes, improve their lives and strengthen their communities. In addition, the division oversees grant opportunities for and beyond the NeighborWorks network, including other nonprofit and governmental agencies throughout the country. The major programmatic areas of focus within National Initiatives include real estate development and asset management, homeownership programs and lending, and community initiatives. The duties of this position are performed under the direct supervision of the Senior Vice President of National Initiatives.

**Position Summary:**

The Vice President, National Real Estate Programs plays a key role in strengthening NeighborWorks’ place as a leader in the nonprofit affordable housing industry and supporting the productivity and strength of the NeighborWorks network in multifamily housing and single family homebuilding. The Vice President leads NeighborWorks’ national efforts to achieve corporate real estate development goals by providing subject matter expertise, strategic planning, national thought leadership and program management, including staff and budget oversight. Key focus areas of this position include designing and overseeing programs that define and support sustainable business lines in real estate development, portfolio management and resident services. In addition, the Vice President is actively engaged with NeighborWorks’ affiliated capital corporations in supporting needed capital products to serve the network’s real estate activities.

**Essential Duties/Responsibilities**

<table>
<thead>
<tr>
<th>Essential Duties/Responsibilities</th>
<th>Level of Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Real Estate Development Practice</strong></td>
<td><strong>Level of Priority</strong></td>
</tr>
<tr>
<td>1. Direct and develop innovative programs to achieve NeighborWorks America’s strategic outcomes in real estate development. This includes development, preservation and portfolio performance to sustain high quality standards and programmatic excellence at NeighborWorks America, in the NeighborWorks network and in the community development field.</td>
<td>1</td>
</tr>
<tr>
<td>2. Understand and identify trends in real estate development practice and lead a team to develop national strategies and tools to foster innovation within the NeighborWorks network. This may include the use of new construction and design approaches with emphasis on affordability, sustainability and cost efficiency.</td>
<td>1</td>
</tr>
<tr>
<td>3. Oversee, innovate, and manage delivery of key programs that support business sustainability, which currently include: Business Strengthening (balancing lines of business); Portfolio Strengthening (focused on rental portfolio); Rental Growth Cohort (focused on doubling development capacity).</td>
<td>1</td>
</tr>
<tr>
<td>3. Oversee the development of resources to support single family home building, including</td>
<td>2</td>
</tr>
</tbody>
</table>
acquisition rehab, as a real estate development line of business.

Industry Leadership

4. Serve as a key affordable housing and real estate development expert for NeighborWorks and provide strategic advice to senior leaders and Officers. This may include participating in meetings with key external stakeholders and/or providing written and analytical support for budget documents, testimony and presentations.

5. Oversee and lead key national partnerships supporting professional development and thought leadership in real estate fields including the Consortium for Housing Asset Managers (CHAM) and Strength Matters supporting CFOs and financial professionals.

6. Develop and maintain relationships with institutions, industry groups, intermediaries, Government Sponsored Enterprises (GSE), governments, foundations, and leading practitioners to elevate NeighborWorks's real estate development efforts and to develop best practices and innovations.

7. Represent NeighborWorks’s real estate development initiatives and other programs at conferences, stakeholder meetings, etc.

Management and Leadership

8. Lead a diverse team of staff based around the country providing strategic vision and guiding them to successful implementation of national programs and strategies that are measurable, scalable and responsive to NeighborWorks organizations on the ground.

9. Manage the Real Estate Advisory Council, comprised of Network CEOs, to gain advice on the programs and resources being developed and deployed. This includes regular conference calls and semi-annual in person meetings.

10. Administer grants designed to advance real estate development practices and portfolios within the network in coordination with the National Initiatives Operations team and the Field Operations Division.

11. Manage department budget, funding contracts and professional service contracting in coordination with the National Initiatives Operations team and in compliance with NeighborWorks America’s policies.

12. Coordinate communications among the Network, the Real Estate Development Advisory Committee, NeighborWorks America staff, and various related corporations such as NeighborWorks Capital Corporation, Community Housing Capital Corporation, as well as externally to outside audiences.

13. Deliver presentations and analytical writing for internal and external audiences on programmatic and policy topics. Make recommendations, including grant recommendations to officers and senior management on real estate development programs, priorities and initiatives.

14. Work in collaboration with the NeighborWorks Services Group to develop and offer training and capacity building strategies on sustainable real estate business disciplines and innovations in real estate development programs and policy, finance and development and portfolio management strategies. This includes providing oversight to the design and implementation of the CFO Convening.

15. Assist SVP of National Initiatives with implementation of special projects as requested.

Asset Management

16. Oversee the ongoing use of and development of data tools for real estate lines of business, which currently include (a) MFInsights system for quarterly data on portfolio performance, (b) annual real estate development pipeline data, (c) quarterly and annual data points in the NeighborWorks data collection system.
17. Participate in the quarterly Organizational Health Tracking System (OHTS) meetings to share knowledge of portfolio performance and potential risk of Network members in the real estate business lines.

Capital Formation

18. Support the formation of strategic capital resources needed by the NeighborWorks network, by serving as NeighborWorks America’s relationship manager with two related capital corporations (CDFIs) serving the NeighborWorks network -- NeighborWorks Capital Corporation and Community Housing Capital Corporation. This includes managing the five-year Master Investment Agreement and annual grant awards to the capital corporations; reviewing quarterly reports; attending quarterly board meetings; managing regular communications with the CEO and leadership of the capital corporations; and managing communications with senior leaders of NeighborWorks America.


Resident Services

20. Oversee development of programs and resources to support services for residents living in rental properties owned or managed by NeighborWorks organizations.

21. Support resident service programs and strategies to address social determinants of health in collaboration with NeighborWorks financial capability and health staff.

22. Other job related duties as assigned.

Nature of Work Contacts:
Staff of NeighborWorks organizations, especially real estate development and asset management staff, to deliver real estate development and asset management related programs and resources.

External partners and funders to achieve NeighborWorks strategic goals and enhance visibility of NeighborWorks real estate development initiatives.

NeighborWorks America regional staff to deliver real estate development strategies, effective grants and gather information on real estate development related business lines.

NeighborWorks Services Group, Field and Organizational Assessment Division staff to help maintain and enhance quality standards among NeighborWorks organizations, particularly as it relates to real estate development and portfolio management.

Outside vendors and consultants to supervise project deliverables.

Fiscal Responsibilities:
Budgetary oversight for department and related programs.

Minimum Qualifications:
(a) Education: Bachelor’s degree is required.

(b) Experience: Minimum 15 years of experience in the field of affordable housing development, management or financing, including both technical and leadership roles, or a relevant combination of education and experience.

(c) Licenses, Certifications: None specified.

(d) Competencies, Knowledge, Skills & Abilities:
Considerable knowledge in real estate development, finance and portfolio management, and resident services.

Demonstrated business acumen with ability to balance mission and bottom line.

Significant work with and understanding of community based non-profits and affordable real estate development in this environment.

Strong management skills with the ability to inspire, motivate and set the direction for a team of staff.

Management of multiple complex programs with the ability to meet critical deadlines. This includes managing budgets, timelines and coordinating with a diverse group that will include but not be limited to staff, consultants, and advisors from within and outside the NeighborWorks® network.

Demonstrated strategic change management for innovation along with ability to conceptualize and launch new strategies and programs over a period of years.

Demonstrated ability to solve complex problems, analyze quantitative and qualitative information, and make recommendations as well as to prepare studies, surveys and reports.

Strong interpersonal skills with a demonstrated ability to establish and maintain effective working relationship with others and successfully interact with people at all management and support levels, as well as people of diverse socio-economic backgrounds.

Accomplishments that reflect innovation, teamwork, integrity, effectiveness, and efficiency, including demonstrated leadership, ability to influence and bring about consensus, be flexible and to work independently.

Ability to develop high-level professional relationships, coordinating with national and local partners and funders.

High level of flexibility and adaptability required.

Maintain timely and regular attendance.

(e) Technology: Proficient use of Microsoft Office suite.

Preferred Qualifications:
A Master’s degree in business administration, public policy/administration/affairs, nonprofit management, planning, community development or related discipline is strongly preferred.

Working Conditions:
(a) Travel: Up to 30 percent. Remote based staff may require regular travel to DC.

(b) Physical/Sensory Demands: Fast-paced working environment, extensive computer usage including regular use of video conferencing.

Special Provisions:

______________________________
Supervisor’s Name & Signature: Date: ___________
Employee's Name & Signature: ________________________________ Date: _____________