

# **Real Estate Development Manager – DC/Maryland**

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MISSION FIRST HOUSING GROUP develops and manages affordable, equitable, safe, sustainable homes that support residents and strengthen communities. Mission First's developments provide affordable housing and supports to 5,000 people in 3,800 apartments, serving families, seniors, veterans, survivors of domestic violence, individuals with disabilities and other vulnerable populations.

Mission First Housing Group is seeking a full time Real Estate Development Manager for the DMV region. The Real Estate Development Manager will have responsibility for identifying and managing affordable and mixed income multi-family real estate development projects, overseeing feasibility, project development and financial structuring through project completion.

MFHG believes that each employee makes a significant contribution to our success and that an employee's contribution should not be limited by assigned responsibilities. This position description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent nor the organization to the work identified. It is our expectation that each employee will offer their services as necessary to ensure our collective success.

## **Duties and Responsibilities**

### **Project Feasibility and Predevelopment**

- Coordinate affordable housing predevelopment process from feasibility through design and permitting.
- Engage and coordinate the work of the project team, including architect, civil engineer, attorney, environmental consultants, general contractor, etc.
- Complete financial and feasibility analyses for proposed development scenarios.
- Leverage financial, political and community support for projects. Work with neighborhood groups and public partners to secure regulatory approvals.
- Prepare periodic reports for board members regarding pipeline and active projects.

### **Financing & Construction**

- Respond to RFPs and prepare applications for project funding, including pre-development, construction and permanent financing and submit related applications and documentation as required by public and private lenders.
- Oversee financing, from application to closing, including due diligence checklists and document coordination.
- Oversee and coordinate team through construction, monitor the schedule, cost and quality of work.
- Assist with preparation of construction draw requests as needed and submit status reports to funders as required. Prepare closeout reports for property management and asset management.
- Monitor and assist property management through lease-up.

## **Knowledge, Skills & Abilities**

- Able to successfully coordinate a multi-faceted project. Demonstrated ability to manage detailed task lists and to meet budgets and deadlines.
- Superior proficiency in computer software, including Outlook 365, Word, Excel and Power Point.
- Capacity to effectively manage the development team, including legal, finance, design and construction. Prior experience in any of these fields a plus.
- Team player that can interact productively and positively with other members, but also able to work independently.
- Eager to learn new skills and master complex development assignments. Strong organizational skills, self-starting and self-directed work habits. Detail-oriented.
- Prefer experience with federal, state and local housing programs and funding sources, including the low-income housing tax credit and tax exempt bond financing.
- Good oral and written communication skills, including ability to make presentations to residents and neighborhood associations.

## **Education and Experience Requirement**

- Minimum 3-7 years of real estate development experience, preferably with some experience with affordable housing. Skills in preparing and analyzing financial models and working with complex Excel spreadsheets essential.
- Degree in planning, finance, business, law or related field preferred.

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### **Benefits**

- Medical insurance
- Dental insurance (Company Paid)
- 403B (Company Paid)
- Life Insurance, Short and Long term disability (Company Paid)

To apply, please forward resume to [Cavery@missionfirsthousing.org](mailto:Cavery@missionfirsthousing.org)

Mission First Housing Group – EOE M/F/D/V/SO