

WHDC Job Description

Job Title: Director of Real Estate Development

Department: Real Estate Development

Reports To: Vice President of Real Estate Development

Supervisory Role: Yes

FLSA Status: Exempt

Company Overview

Wesley Housing, a leading nonprofit developer in Northern Virginia and the District of Columbia, has worked to provide affordable rental housing for individuals and families for nearly 50 years. Since its founding, Wesley Housing has emerged as a premier developer of affordable housing. Wesley Housing has acquired or developed over 2,900 rental units, providing quality housing for thousands of at-risk individuals and families each year. Wesley Housing supplements housing with supportive services to build up the lives of its residents, including low- and moderate-income families, older adults, and individuals with disabilities and/or chronic disease. Wesley Housing's headquarters are located in Alexandria, VA (Fairfax County). For more information, please visit www.wesleyhousing.org and follow @WesleyHousing on social media.

To apply, please visit our careers website at <https://wesleyhousing.org/about-us/careers/>. Click on *Open Positions*. Select the position you are interested in. Then click the *Apply* button to submit your application.

Job Summary:

The primary responsibility of the Real Estate Development Director is to supervise a team of people responsible for the identification and implementation of real estate development projects from initial conception through financing, construction, rent-up and stabilized occupancy. The Development Director is responsible for ensuring timeliness of deliverables and meeting milestones, as well as ensuring the projects meet any financing requirements and real estate best practices. The Development Director supervises the technical work of the Real Estate Development Senior Project Managers, Project Managers and Project Associates (the "Project Management Team") who have the responsibility for all aspects of their specific individual development projects. He or she also directly manages a portfolio of development projects. This position reports to the Vice President of Real Estate Development.

Essential Functions:

- Informs real estate development policies and procedures and provides recommendations on training opportunities
- Assists the Vice President of Real Estate Development in strategic planning and budgeting including helping to evaluate the allocation of human and financial resources and participates in hiring decisions.
- Supervises, guides and monitors the progress of the Project Management Team in the development and execution of short and long-term objectives for the acquisition and development of affordable housing projects including but not limited to:
 - Ensuring projects are designed, financed and constructed in a manner which is consistent with Wesley goals, standards and underwriting guidelines

WHDC Job Description

- Serving as a resource to PMs on technical issues surrounding development projects at various stages in the development cycle
- Serving as a facilitator for the PMs with both internal and external stakeholders
- Ensuring effective handoff from Development to Property Management and/or Asset Management
- Works with the Vice President of Real Estate Development to identify and pursue opportunities consistent with Wesley objectives and investment criteria
- Performs initial project management for special projects as necessary including:
 - Project initiation (site analysis & selection, financial feasibility, schedule & budget, and maintaining political support).
 - Project determination (financial structure, funding commitments, cost estimates, establishment of project pro forma, due diligence).
 - Project design (architect/engineer development, plans & specs, set-up of requisition system). The project manager also ensures that Property Management department requirements are met and that Human Services planning is continuous throughout the project.
 - Coordinate and oversee construction management staff as necessary
- Represents Wesley and its projects at industry events and in community meetings and public hearings
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of federal, state, and local affordable housing programs and rules and regulations (Virginia, DC and Maryland preferred)
- Experience with the Low-Income Housing Tax Credits (LIHTC) program and knowledge of HUD programs is required
- Experience with non-profit organizations preferred
- Strong financial analysis, organizational, oral and written communication, and negotiating skills are essential
- Strong interpersonal skills necessary to navigate the demands of both internal and external stakeholders and the ability to adjust to the audience
- Ability to meet deadlines, handle multiple tasks effectively and work autonomously
- Innovative thinker and a creative problem solver who identifies and resolves issues before they escalate
- Proficient with Microsoft Office Suite
- Attention to detail
- Supervisory skills

Education, Certifications/ Licenses, Related Experience

- Bachelor's Degree required
- Advanced degree in related field (real estate, public policy, urban planning, architecture, business or finance) preferred
- Eight (8) or more years of demonstrated experience in successful affordable housing development, finance, construction, asset management, or property management
- Industry relevant certification/License etc. preferred

WHDC Job Description

Physical Job Requirements

- This position requires the ability to remain in a stationary (standing and/or seated) position more than half the time, often while viewing a computer monitor
- This position requires the ability to operate a motor vehicle (car, truck, van) less than half the time
- This person in this role must be able to position him/herself (ex: kneel, crawl, crouch down) less than half the time
- The person in this position must be able to regularly maneuver (lift, move, carry, slide, etc.) up to 15 pounds
- This position operates machinery and/or equipment that requires the constant use of hands/fingers/wrists (ex.'s: typing, filing, etc.)

Travel Requirements

- This position has travel requirements, usually local errands and business meetings – up to 30% of the time

Wesley Housing has a mandatory COVID-19 vaccination policy.

All employees are required to be vaccinated against COVID-19 unless they have been approved for a medical or religious exemption.

Wesley Housing offers a generous benefits package to full-time employees that includes a competitive salary, health insurance, disability insurance, paid time off, flexible work schedule, opportunities for training, and a retirement plan with a company match.