

Title:	Real Estate Developer		
Department:	Real Estate		
Reports To:	Executive Director		
Location:	DHCDC HQ Office	Job Classification:	Exempt

Role Overview:

The Real Estate Developer works in coordination with the Executive Director for all DHCDC's housing development activities and oversee asset management for the properties we own. S/he will meet regularly with our Executive Director and manage the housing development department budget. Together with the Executive Director and Board of Directors, s/he will set housing related goals for DHCDC. S/he will report directly to DHCDC's Executive Director.

Role Responsibilities

- ESSENTIAL RESPONSIBILITIES INCLUDE:**
- Oversee existing and future agency real estate projects.
 - Create and maintain a pipeline of new real estate development projects, including site research, feasibility analyses, acquisition and/or site control and securing of project financing, including factoring in asset management requirements in deal structures
 - Initiate and manage completion of real estate development projects, including monitoring of project budgets
 - Negotiate with public and private entities, establish realistic timetables
 - Negotiate contracts with and coordinate the work of project architects, contractors, lawyers and consultants
 - Prepare financing proposals, obtain financing commitments and manage real estate closings
 - Represent Druid Heights Community Development Corporation at meetings with project funders, partners and community organizations
 - Report regularly to the Executive Director on real estate development activities
 - Participate in interagency collaborations to advance affordable housing and commercial real estate initiatives
 - Identify future real estate development needs and propose program improvements or expansion to meet those needs
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- MANAGEMENT DUTIES INCLUDE:**
- Responsible for the direction, supervision, evaluation and development of real estate department staff
 - Responsible for working with department staff and/or consultants assigned to establish performance expectations and work plans to meet performance expectations
 - Responsible for monitoring department staff progress toward performance expectations

(objectives) and adjusting work plans as necessary to accomplish them

- Responsible for working with department staff to understand professional development objectives
- Responsible for reporting to lenders on real estate development projects per requirements of lenders
- Responsible for meeting regularly with development staff in team meetings
- Responsible for assessing space and other needs of the department and department staff
- Responsible for overseeing the development of the department budget

QUALIFICATIONS:

- Master's or Bachelor's degree in real estate development, business administration or city planning preferred.
- Minimum five years of professional experience in real estate development and asset management, preferably in community development environment. Additional years of experience may be used in lieu of required professional degree
- Minimum two years of management experience, preferably in a community development organization (e.g., managing project staff, administering and coordinating staff and project activities, and participating in annual budgeting process)
- Technical expertise in real estate development and asset management, including finance, design, construction, and property management
- Familiarity with the City, State and Federal sources of housing development funding, including predevelopment funding, construction financing and permanent lending