



# Job Posting

February 1, 2019

Rise with us! Be part of an organization whose mission is to unleash the potential of communities to thrive, no matter the odds.

## POSITION

Director of Real Estate Development and Acquisitions

## EMPLOYMENT TYPE

Regular FT – 35 hours/week

## SALARY

Commensurate with experience

## REPORTS TO

VP of Housing

## ESSENTIAL DUTIES AND RESPONSIBILITIES

The Director of Real Estate Development and Acquisitions will be responsible for the day to day management of an exciting robust and growing Real Estate Development pipeline of 3500 units of new and rehab construction.

The Real Estate Development team unleashes the potential of communities to thrive through the development and preservation of healthy, sustainable affordable housing that includes coordinated services, amenities and property management to ensure long term affordability of the RiseBoro Housing Portfolio and the success of the communities we serve.

Responsibilities include:

- Advancing baseline development requirements to develop real estate assets that have a true impact on community outcomes. In coordination with Director of Properties, keep projects on schedule and on cost
- Cultivate and curate strategic relationships to enhance **the organization's impact and reach**.
- Identify, analyze and secure new development opportunities.
- Coordinate and streamline responses to Requests for Proposals and Requests for Qualifications.
- Developing leaders and encouraging innovation to advance the theory of change
- Identify and advance cross-functional collaboration opportunities within RiseBoro.
- Identify relevant key performance and risk indicators, assess emerging risks and opportunities, and develop practical, sustainable plans to address them.
- Develop and maintain relationships with key funders and stakeholders.
- Identify key performance and risk indicators, assessing emerging risks and opportunities, and develop plans to address them
- Recommend opportunities to successfully integrate into new communities through proven engagement techniques, supporting the RiseBoro Theory of Change.
- Lead and manage project management team; coordinate predevelopment activities including:
  - Budgeting
  - Design
  - Financing applications for HPD, HCR, HFA, etc.
  - Research and identify funding sources
  - Due diligence submissions to government agencies, lenders and investors in advance of construction closing



- Submission to and tracking of required city/state signoffs as required (Enterprise Green Communities, NYSERDA, DOB, SHPO, ULURP)
- Track and report on construction progress and cost ensuring successful timely project completion in coordination with the Director of Construction Management.

## COMPETENCIES

- 5-8 years of experience in affordable housing, development or related experience
- 2-3 years supervisory experience
- Passionate about the affordable housing industry and sustainable building practices
- Ability to manage and execute on multiple critical priorities
- Ability to work independently or as part of a team
- Advanced Excel skills
- Experience in low income housing tax credits (9% and 4%) transactions
- Experience in bond financing transactions
- Experience in Year 15 transactions
- Highly organized, detail Oriented and self-motivated

## EDUCATION EXPERIENCE

Bachelor's Degree (Masters in a related field is preferred)

## APPLICATION DEADLINE

February 15, 2019

## SUBMIT COVER LETTER AND RESUME TO

[humanresources@riseboro.org](mailto:humanresources@riseboro.org)