

**Unique People Services
Job Description**

Job Title: Director of Real Estate & Development
Department: Administration
Reports To: Executive Director
FLSA Status: Exempt
Prepared By: Executive Director & HR Director
Prepared: 01/05/2017

SUMMARY

The Director of Real Estate & Development reports to the Executive Director and is a member of the Executive Team providing high level acquisition and development coordination and management of various affordable and supportive housing projects pursued by Unique People Services. Key responsibilities include seeking development and acquisition opportunities consistent with UPS's strategic vision; developing project concepts and financial frameworks including feasibility, design and community outreach, executing overall development of approved projects to meet budget, schedule and supportive services goals. The position works collaboratively with UPS staff, board, development partners, community stakeholders and external consultants.

ESSENTIAL DUTIES & RESPONSIBILITIES include the following. Other duties may be assigned.

- Oversee designated Property Management Firm.
- Negotiate terms of PM contract to protect UPS interests.
- Set up LIHTC compliance protocols for interface between outside Property Management firm, UPS on-site service staff and administrative fiscal office.
- Work closely with CFO & ED to assure that accounting and audit systems are readied for asset management compliance.
- Monitor project lease up. Be point of accountability for UPS performance with syndicator and government funders.
- Evaluate and maintain preliminary development budgets in collaboration with co-developer, Robert Sanborn Development LLC.
- Coordinate UPS input into architectural design development.
- Review partnership MOUs, LIHTC Letters of Interest and acquisition/predevelopment, construction and permanent debt commitments for favorable business terms.
- Prepare preliminary operating/service budgets in collaboration with UPS Fiscal and Service staff and Property Manager.
- Present development issues for comment and approval by UPS' senior leadership and Board of Directors.
- Identify and analyze UPS exposure and risk, including financial, political and funder relations aspects.
- Identify and analyze potential community and political impacts. Lead community engagement strategy in close collaboration with ED.
- Represent UPS interests at community and funder stakeholder meetings
- Represent UPS interests with co-developers.
- Actively pursue opportunities to acquire new property for potential development.
- Actively seek and evaluate co-development, solo development, consultant utilization opportunities.
- Assess and help negotiate proposals for services only partnerships.
- Ensure compatibility with UPS development strategy.

- Evaluate and maintain preliminary development budgets in collaboration with co-developers or financing consultants.
- Select, hire and direct work of architects, contractors, attorneys and other consultants.
- Identify potential acquisition, predevelopment and construction/permanent financing for individual projects.
- Identify project investors and lenders in collaboration with E.D., CFO and select staff.
- Prepare funding applications for grants, soft subsidy loans and tax credits, as needed, from City, State and Federal agencies.
- Negotiate terms and ensure execution of all necessary project documents, including property purchase and sale agreements, financing documents, development and property management service agreements, and design and construction contracts.
- Prepare monthly draw packages, periodic reports and manage ongoing relationships with representatives of project funding sources.
- Creatively explore and propose new funding scenarios that blend public resources with private market financing strategies.
- Represent UPS at public hearings and respond to land use, design and programmatic inquiries.
- Represent UPS as a key stakeholder in housing and service collaborations.

QUALIFICATIONS

Master degree with five (5) years of experience in managing/directing real estate, property development for non-profit organizations. The successful candidate will be entrepreneurial with an ability to identify trends and take appropriate risks. Must be articulate and provide an informed voice for supportive, affordable and community development. Needs a good sense of humor while maintaining balance and perspective. Demonstrate sound business sense and have a firm commitment to fiscal responsibility. Able to balance multiple priorities and effectively collaborate with diverse colleagues, programs and staff. Good listener and strategist, comfortable receiving input from many sources, able to analyze and formulate disparate information into cohesive, well-organized plans. Able to travel, as needed.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

NOTE: This job description reflects management's assignment of essential and secondary functions. It does not prescribe or restrict the tasks that may be assigned. Tasks are subject to change at any time due to reasonable accommodation or other reasons.