

DIRECTOR OF REAL ESTATE AND DEVELOPMENT

The Director of Real Estate Development will oversee the development of affordable housing and community spaces for the agency as well as seek and create new housing developments.

Responsibilities:

- Manage the development of current real estate projects.
- Coordinate land assembly and disposition process, ownership structuring, public approval process, and phasing and implementation plan for all projects.
- Assemble financing and submit applications for grants, equity and loan programs
- Solicit, negotiate and oversee third-party consultant services
- Manage closing for purchase, loan and equity investments
- Oversee project budgets, the construction process and schedules
- Oversee project marketing and lease up
- Maintain investor and lender relationships
- Provide project management oversight on additional real estate development projects from project planning through construction completion and closeout as needed
- Provide staffing support to the GLCAC Real Estate Development Committee.
- Utilize consultant support where appropriate, to assist in the feasibility analysis, which may include financial, legal, architectural or engineering. –
- Complete applications for public and private financing and maintain positive relationships with potential partners
- Draft comprehensive permit applications and support the team in presentations to municipal officials
- Assist in all real estate closing preparations
- Participate in construction team meetings
- Review requisitions and participate in budget analysis throughout construction period
- Submit reports to funders as necessary
- Supervise consultants and interns as necessary

Qualifications:

- Three or more years of work experience or related field.
- Computer literate.
- Excellent interpersonal and verbal skills.
- Ability to work with diverse population.
- Refined and well-organized multi-tasking skills.
- Bilingual/bicultural (English/Spanish) a plus.
- Use of own car as means of transportation.
- Must have a suitable CORI and SORI completed within the first thirty (30) days of employment.

Other:

- **Supervisory Responsibility:** None
- **Travel:** Required