



Manager, Real Estate Development

Second Act Communities (SAC), a national non-profit community development corporation (www.secondactcommunities.org) is seeking a **Manager, Real Estate Development** to project manage the development of affordable housing in our network of municipalities across the United States. This opportunity is the result of the promotion of the incumbent employee.

The successful candidate should be prepared to manage any phase of the real estate development process, from concept to completion, including site selection and feasibility analysis; developing detailed financial pro-formas; writing applications for and securing project financing; securing and coordinating the services of other stakeholders and development professionals; securing land use approvals; negotiating agreements; and overall team coordination and project management. Projects will include new construction and acquisition/rehab of multifamily housing, single family housing, community facilities, extensive rehab/reuse, scattered site rehab, mixed income, small community-based buildings and mixed-use projects.

The successful candidate will have experience working with a wide range of sources, including LIHTC, HOME, USDA Rural Development, CDBG, private financing and other sources. The Manager reports directly to the Vice President, Real Estate Development and works closely with the SAC Real Estate Development Team. The position requires considerable initiative, independent judgment, a high level of technical skills, and skilled collaboration with a variety of public and private sources.

Responsibilities and Duties:

The Manager may perform any of the following duties; directly or indirectly through other staff or contractors. This list is illustrative and does not include all the specific tasks the employee may be expected to perform. The Manager will only be responsible for some of these deliverables in any one project.

- * Use a variety of data collection tools and procedures to develop community needs assessments, housing market analyses, and projects concepts;
- * Develop new customers (partner organizations) such as municipalities, other nonprofit groups, churches, etc.;
- * Manage client relationships;
- * Identify, evaluate, and recommend potential project sites and project concepts and participate in negotiations and the acquisition of project sites;
- * Develop and update project proformas including predevelopment, development, and operating budgets and sources of construction and permanent financing;
- * Solicit, negotiate, and secure project financing from a variety of public and private sources;
- * Coordinate with other staff and organizations to develop plans for providing supportive services;
- * In collaboration with the Manager, Procurement, will draft requests for qualifications/proposals, and negotiate, prepare, and manage contracts for a variety of development professionals;
- * Coordinate outreach to impacted neighborhoods, develop community support, and maintain positive neighbor and community relations during all phases of the development process;
- * Obtain all required land use approvals;
- * Serve as the development team coordinator, project manager, and owner's representative during all phases of project planning and implementation;
- * Monitor compliance with all grant, lender, and investor requirements.
- * Monitor project expenditures and progress and establish mechanisms for assuring that projects are completed on time and within budget;
- * Maintain project records and prepare and submit a variety of reports;
- * Coordinate meetings of and report to the Board of Directors;

- * Serve as a resource to the Director, Asset Management on long term capital improvement plans, grant compliance, the rehab of properties in portfolio, and other matters;
- *Serves on the corporate Leadership Team;
- * Perform other duties as assigned.

Required Knowledge and Skills:

A demonstrated knowledge of

- * all phases of real estate development from concept development to project implementation for both multifamily rental and homeownership projects
- * public and private sources of affordable housing financing including, but not limited to, LIHTC, HOME, CDBG, and a variety of other public and private sources
- * typical operating expenses for multifamily rental properties
- * the principles and practices of project and risk management
- * public speaking and formal presentations
- * methods for assuring project progress and costs are on schedule and within budget
- * high sales acumen
- * stellar customer experience deliverables
- * mastery of Outlook computer literate, including, but not limited to: PowerPoint, Excel and Word

Education:

This job requires a bachelor's degree (minimum) in community development, urban planning, architecture, business, or real estate with 3+ years of experience in a similar job in a housing nonprofit corporation (some portion of this work must have occurred in the last 2 years); or a master's degree in Urban Planning (strongly preferred) and a minimum of one-year experience in a similar job or internship.

Benefits:

Medical, dental, vision, 403B, life insurance, short and long-term disability, pet insurance, etc.

Job Category: Full-Time

Job Location: Virginia Beach, Va.

Salary: Salary \$60-\$70G with a substantial performance bonus plan

Relocation: Some assistance may be available

Job Start Date: July 1, 2018

Travel:

This position may require up to 50% of national travel in any workweek.

SAC offers a "family style" corporate culture, highly competitive benefits including three weeks of vacation after 1 year of service, remote work options, and sabbaticals; as well as a commitment to professional growth and development, teamwork, and diversity.

Our pre-employment screening includes a background and driving record check, drug testing and reference checks. You must have a valid driver's license, your own car that can be used during the workday and maintain a required level of insurance.

To Apply:

Send a thoughtful cover letter and resume to Athomason@VBCDC.org. Rolling interviews. Recruiting until position is filled. Second Act Communities is an Equal Employment Opportunity Employer.