

POSITION DESCRIPTION

NeighborWorks Great Falls

Job Title: Director of Real Estate Development

Position Status: Regular Full-Time

Accountable To: Executive Director

FLSA Status: Exempt

Revision Date: 6-28-2018

Grade:

Minimum Requirements:

- A minimum of 5 years of experience in real estate development or finance, community-based development, or related work
- Bachelor's degree in business, finance, real estate, community development or a related field
- Demonstrated knowledge and experience in real estate development, management, and partnership development, including overall deal structuring.
- Familiarity with public, private and quasi-public financing programs for affordable housing and commercial real estate, preferably in Montana
- Demonstrated ability to lead a complex partnership of public, non-profit and private stakeholders
- Strong critical thinking and negotiating skills
- Excellent verbal, written and organizational skills
- Ability to work collaboratively with a wide range of people in a variety of settings
- Commitment to the organization's mission

Essential Duties and Responsibilities:

- Seeking new real estate opportunities and conducting early stage feasibility analysis
- Assembling financing and submitting applications for grants, equity and loan programs
- Managing permitting, planning and the community process with community partners and organizing staff
- Soliciting, negotiating and overseeing third party consultant services and project teams
- Managing the closings for purchase, loan and equity investments
- Overseeing project budgets and schedules
- Ensuring compliance with funding requirements and city, state and federal regulations
- Maintaining investor and lender relationships
- Representing NWGF before relevant boards, committees and neighborhood groups, and
- Assuming other related duties as assigned.
- Oversee preparation and management of operating budgets.
- Secure funding commitments from Low Income Tax Credits, HOME and other funding sources.

This job description describes the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be able to perform tasks which involve the ability to exert physical effort in sedentary to light work on a daily basis. Tasks may involve extended periods of time at a keyboard or workstation. The position requires employee has a driver's license and an insured, dependable vehicle.

This document does not create an employment contract, implied or otherwise. The Company retains the discretion to add duties or change the duties of this position at any time.

By signing below I acknowledge that I have read and understand the requirements and performance criteria for this position.

Employees' Signature

Date

Supervisors' Signature

Date