

**POSITION:** Real Estate Development Manager

**DATE POSTED:** 11/30/2022

**APPLICATION DEADLINE:** Open Until Filled

**BENEFITS:** Employer matched IRA, health plan, generous paid time off, flexible work schedule

**SALARY RANGE:** \$80,000+ (salary commensurate with experience)

**STATUS:** Salaried, full time, permanent position reporting to the Executive Director

## WHAT WE DO

NCF's mission is to improve lives and communities through cooperative enterprise. NCF was formed twenty years ago as a charitable and cooperative education institution. In 2001, NCF expanded its mission to include cooperative housing development. Over the years, NCF has assisted in the creation of affordable housing cooperatives in a variety of settings and has explored the adaptive reuse of underutilized community buildings and conversions of Low-Income Housing Tax Credit and USDA Rural Development 515 rental projects to co-ops. Since 2008, NCF has focused on helping residents of investor-owned manufactured home communities purchase and operate their communities as resident-owned communities (ROCs).

- **Housing and Facilities Development** | We partner with local community organizations to improve and increase the stock of affordable, cooperatively-owned multifamily housing and neighborhood community centers. We believe that shelter is a basic necessity and that quality of life is better when people have access to quality affordable homes with community facilities located nearby.
- **Manufactured Housing Cooperative Development** | As one of ten Certified Technical Assistance Providers (CTAPs) under the national ROC USA® Network, we deliver pre- and post-purchase technical assistance and help homeowners navigate purchasing their manufactured home communities by securing the financing needed to shape their economic futures through the formation of resident-owned cooperatives (ROCs). Since 2004, we have converted 13 communities to ROCs, preserving 950 permanently affordable homes for families across Minnesota and Wisconsin. Our impact goes beyond our own as a member of the ROC USA Network, which has converted 266 communities to ROCs, representing over 18,000 households nationwide.

## THE POSITION

In 2018, NCF expanded the cooperative housing work beyond the Resident-Owned Communities (ROC) program to include other types of affordable, multifamily cooperative housing and community facilities development and created the Real Estate and Cooperative Development Department. The primary responsibility of the position is to assist the Executive Director and other members of the Department in the efficient and effective development of affordable housing cooperatives and community facilities that serve cooperatives throughout the organization's three-state service area (Minnesota, Wisconsin, and Iowa).

**Key Responsibilities****Housing Development/Finance - (70%)**

- Identify, source, and direct specific development projects that result in the creation and success of new affordable housing cooperatives;
- Create metrics and processes for evaluating cooperative acquisition, construction, and conversion opportunities
- Generate project pro-formas, work with nascent cooperatives on the development of operating budgets for their properties;
- Oversee legal, fiduciary, and reporting requirements for housing development activities and programs;
- Build and manage a pipeline of prospective and active resident purchases of manufactured home communities (MHCs) and multifamily buildings, including: deal feasibility, sales negotiation, due diligence, and financial underwriting;
- Perform ongoing research and analysis of NCF's markets and prospective markets as the organization expands;
- Oversee new construction and rehabilitation of housing and community facilities projects;
- Oversee assembly and submission of funding applications (federal, state, and local sources) on behalf of cooperative projects;
- Implement development strategy plan for the organization using a creative and entrepreneurial approach;
- Other duties as assigned.

**Program Evaluation/Administration - (15%)**

- In partnership with the Executive Director, develop and maintain a strategic business plan for the housing development department that accounts for long-term sustainability;
- Oversee other real estate development staff, consultants, or contractors;
- Lead team members by example, offer effective coaching and feedback, and effectively manage performance

**Partnerships/Outreach - (15%)**

- Develop and support relationships with local, regional and national partners, current and potential investors, and federal, state and local agencies in the development of cooperative housing and related programs;
- Manage multifamily and manufactured housing industry relationships including national brokers, investors, property owners, buyers and sellers, and associated businesses of retailers, engineers, appraisers, property managers, real estate professionals, and relevant trade associations;
- Act as an ambassador at public and industry events for housing cooperatives as a viable and beneficial strategy for low- and moderate-income home ownership;
- Actively work to encourage local partners to incorporate the cooperative option in their affordable housing projects and provide the financial and technical expertise necessary to make this happen;
- Assist other NCF staff members in writing grants and otherwise developing resources to support the organization's cooperative housing activities;

## **THE IDEAL CANDIDATE**

NCF is committed to the wellbeing of the region's disadvantaged. NCF's work culture is inclusive and equitable, builds teams, works collaboratively, makes transparent and shared decisions, and cultivates staff through professional development. NCF is most effective when working collaboratively with a variety of stakeholders at local, state, and national levels.

NCF is seeking a motivated, talented, and collaborative associate to assist in building the organization's housing and cooperative development efforts. The ideal candidate will have a number of traits that will translate into success in the position.

- We believe in practicing equitable development and serving the holistic needs of the people we serve and seek a candidate that matches that commitment.
- The ideal candidate finds creative solutions to large-scale problems in the housing realm, innovates and shifts between multiple organizational priorities and programs, and learns and grows with NCF and the housing development team.
- The ability to build and maintain broad but focused coalitions is crucial to advance NCF's policy and legislative goals.
- The ability to communicate the overall vision and goals for the housing development department and the organization and to be a consistent resource and advocate for our work.
- All candidates must be committed to working in a culturally and linguistically diverse workplace.

## **EXPERIENCE AND EDUCATION**

### **Education:**

AA, BA/BS or higher in housing, planning, business, law, architecture, public policy, or related field is preferred. Masters degree is preferred. Any combination of experience and education that would provide a candidate with the knowledge, abilities, traits, and competencies to be successful in this position will be considered.

### **Experience:**

NCF is seeking someone with breadth and depth of experience. Five years of real estate development-related experience is preferred. While candidates may not have the relevant experience, candidates who are open and enthusiastic to learning on the job will be considered.

Preferred candidates will have:

- Demonstrated ability in managing commercial real estate transactions (at least five years of experience preferred)
- A commercial real estate broker license;
- Enjoys and/or has experience with customer-facing positions; strong sales and marketing approach to project pipeline development;
- Experience working in rural communities and low-income communities;
- Experience leading or participating in equity and inclusion efforts;
- Experience working successfully as a team, leading hands-on community engagement with disadvantaged populations, and conducting public advocacy campaigns;
- Experience writing and administering grants and utilizing complex financing tools, including: tax credits, bond financing, Community Development Block Grants (CDBG) and Small Cities, and other federal, state, and local financing tools;



- Working knowledge and experience using the MS Office Suite, Salesforce (or another CRM system), web-based applications and general office skills.

**Benefits:**

The salary for this position is commensurate with experience. The salary range for this position starts at \$80,000. Benefits include health plan, IRA retirement plan, cell phone plan, vacation and personal days, and training and continuing education.

**WORKING CONDITIONS**

NCF is currently a hybrid-remote and in-person office with staff living primarily throughout the Twin Cities Metro. The organization has a physical office in St. Paul, MN. NCF is flexible on where employees perform their work, depending on where the employee lives and the responsibilities of their position. Tools are made available to employees for managing time and tasks, communicating with co-workers, logging and tracking projects, and accessing resources. Employees are to be online and accessible for 8 hours, Monday to Friday. They are expected to check-in with their managers at least once a day.

Normal office hours are 9:00 a.m. to 5:00 p.m., Monday to Friday. Employees must be able to sit for long durations of time. A driver's license and access to transportation are required. Travel statewide and out of state is necessary and may require overnight stays. We support our staff through development opportunities, leadership training, and setting aside time for social and civic engagement.

NCF is an equal opportunity employer.

**HOW TO APPLY**

Please send a cover letter, résumé, and three references by email to Victoria Clark-West ([victoria@northcountryfoundation.org](mailto:victoria@northcountryfoundation.org)). No phone calls please.