

**POSITION TITLE: Affordable Housing Developer – Real Estate**

**REPORTS TO: Executive Vice President (EVP), Real Estate**

**Hours: Fulltime**

**PRIMARY RESPONSIBILITIES:** Under the direction of the Executive Vice President for Real Estate, the Affordable Housing Developer is responsible for coordinating and overseeing affordable housing construction, rehabilitation, and capital projects. The Affordable Housing Developer must have initiative, be an effective communicator, have excellent organizational and time management skills.

**I. ESSENTIAL FUNCTIONS:**

- Identify new construction opportunities and potential acquisition(s), rehabilitations of affordable housing properties.
- Oversee properties while keeping revenue at or above the projected budget, address tenant issues, and providing written monthly accounts of costs incurred.
- Deal courteously and communicate effectively with a variety of individuals in the course of the work, including the resolution of disputes and job-related problems with property owners and contractors, architects, engineers, and utility companies.
- Prepare and deliver effective presentations in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and other external audiences.
- Compile all necessary information for government agencies – including, but not limited to OHFA, FHLB, HUD, and RD – for property acquisitions, LIHTC applications, and ongoing compliance of existing projects.
- Ensure all safety policies and practices are followed – including all permits are received prior to construction work, all necessary inspections are completed, all properties are certified for occupancy.
- Assist Executive Vice President, Real Estate in other duties, as assigned.

## **II. MINIMUM REQUIREMENTS:**

- Minimum of three years of experience in affordable housing, including direct or support roles in acquisitions, design, financial projections, and lease-up or sales.
- Specific knowledge and experience with LIHTC, OHFA, HUD, FHLB, and RD, including loan requirements, grant applications, and HAP awards and assignments.
- General knowledge of and experience with the construction process from identifying site and scope of work to occupying and stabilizing units.
- Willingness to coordinate schedules, host and attend meetings, and work collaboratively on multiple projects at the same time.
- Experience with fundraising, cost accounting, and invoicing.
- Experience with collaboration, community building, and advocacy, and project creation.
- Must be able to pass a criminal background check, pre-employment drug screen, and possess a valid driver's license.

To apply for this position, please send a cover letter and resume to Suzette Berry, MBA, the Vice President, Human Resources at Finance Fund and Finance Fund Capital Corporation at [SBerry@FinanceFund.org](mailto:SBerry@FinanceFund.org)