



POSITION ANNOUNCEMENT DIRECTOR OF REAL ESTATE DEVELOPMENT

Impact Seven is seeking a highly motivated and resourceful individual to join the Real Estate Development team as a Director of Real Estate Development. The Director of Real Estate Development is responsible for the planning, financing, and development of new affordable housing communities and acquiring existing affordable housing. This individual also serves as an ambassador for Impact Seven. Impact Seven is committed to a flexible work environment. The employee will have the option of working from either Impact Seven's Rice Lake or Milwaukee office or from his/her home office. Candidates who are Wisconsin residents are preferred given the required travel to project sites within the state.

IMPACT SEVEN OVERVIEW: Impact Seven is a private, nonprofit corporation recognized as a trusted partner for developing, building and maintaining quality communities throughout the State of Wisconsin. Since its founding in 1970, Impact Seven has successfully developed or provided development consulting services for over 2,000 affordable housing units throughout Wisconsin. Impact Seven's Property Management Department currently manages more than 1,500 units. Impact Seven is also a Community Development Financial Institution (CDFI), a unique type of nongovernmental entity established to provide credit, financial services and other development services to underserved markets or populations. Interested candidates are encouraged to visit Impact Seven's website (www.impactseven.org) to gain insight into our organization.

INQUIRES & APPLICATION PROCESS: Please contact Kristine Giornalista, Vice President of Real Estate Development, at Kristine.Giornalista@impactseven.org with questions regarding the position.

Individuals interested in the position may apply by submitting a letter of interest, a current resume and three professional references to:

Terra Pawliuk-McGiffin
Senior Accountant/HR Coordinator
Impact Seven
2961 Decker Drive
Rice Lake, WI 54868
(715) 357-1639
Terra.McGiffin@impactseven.org

Applications will be accepted until the position is filled. Electronic applications are encouraged.



This institution is an equal opportunity provider and employer.



POSITION DESCRIPTION

POSITION:	Director, Real Estate Development
REPORTS TO:	Vice President, Real Estate Development
FLSA STATUS:	Full time, Administrative Exempt
COMPENSATION:	Salary will be commensurate with education and relevant work experience. Impact Seven offers a competitive health care and benefits package.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serves as a primary point of contact with partner agencies, community organizations, political officials and funders in existing and new markets
- Researches best model housing development practices and makes recommendations to senior leadership team on incorporation of the same
- Coordinates review and input from partner agencies and internal constituents such as Property and Asset Management and Finance teams at appropriate milestones and appropriately influences the development process
- At all phases, monitors development expenses to ensure expenditures are within budget
- Reports progress to management on-going basis
- Travels to project sites and Impact Seven headquarters in Rice Lake, Wisconsin, which may necessitate overnight stays

Predevelopment Analysis

- Assists in the research and recommendation of a comprehensive development strategy for acquisition of existing housing and/or the development of new sites, as assigned, to the internal Real Estate Development Committee
- Prepares due diligence reports for prospective projects with a particular emphasis on site selection, property valuation and evaluation of title and site conditions
- Assesses the feasibility of proposed or potential projects against the Impact Seven site selection criteria
- Prepares financial analyses including project budgets and working capital, pro-forma operating statements, sources and uses of funds, and multi-year cash flow projections
- Plans housing to ensure long-term feasibility for Impact Seven and affordability of rents for tenants
- Assists in negotiating pricing and other terms for the acquisition of property

Development Due Diligence and Construction Management

- Prepares and submits application for funding to state and local funding providers
- Determines and secures debt and equity financing commitments, and closes financing for the project
- Reviews and provides recommendations to project lead for the negotiation of terms and conditions for various development-related agreements with project attorneys, including but not limited to architect and general contractor contracts, other contractor/consultant contracts and funder loan documents

- Participates on the design team with project lead, architect, general contractor, and other key stakeholders to develop design criteria. Reviews architectural drawings, specifications and construction cost items
- Participates in meetings with applicable city planning, city council, and other constituents to meet timelines and obtain approval and support of proposed projects
- Assists in community engagement activities necessary to gain project support and approval
- Assures timely completion of assignments from internal staff
- Oversees construction administration activities, including monitoring construction progress and quality, coordinating funder contributions, administering the development budget and coordinating contractor payments

Post-Construction Management

- Completes post construction and post-closing activities (i.e. cost certifications)
- Transitions project to Property Management for on-going site management

NON – ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Attends appropriate meetings and training sessions
- Maintains education and professional expertise through attendance at job related seminars, conferences and workshops

SUPERVISOR RESPONSIBILITIES: None within Agency. Supervises up to 10 independent contractors per housing development.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Bachelor's degree from four-year college or university and minimum of three years of professional experience in affordable housing development, urban planning, community development, or related field; or Master's degree and two years of professional experience. Working knowledge and experience in real estate finance and development. Demonstrated experience preparing project development budgets and monitoring development budgets. Knowledgeable with respect to state and federal affordable housing programs, especially Low-Income Housing Tax Credits. Experience with resource mobilization including knowledge of both public and private sources of capital for real estate development. Strong project management capabilities and ability to manage and direct multiple long-term projects.

LANGUAGE SKILLS: Excellent written, oral and interpersonal communication skills. Ability to express ideas clearly and concisely. Communicates optimistically, positively, and with honesty and openness. Maintains confidentiality of all Agency information.

MATHEMATICAL SKILLS: Ability to manage work schedule, complete work by deadlines, uses program resources wisely, and is able to keep records organized. Ability to calculate figures and amounts.

REASONING ABILITY: Ability to effectively prioritize and execute tasks in a high-pressure environment. Highly self-motivated, self-directed, and attentive to detail. Displays effective problem solving skills, identifies and implements innovative practices and the ability to work with diverse groups of people.

OTHER SKILLS AND ABILITIES: Strong leadership skills. Strong interpersonal skills, including ability to interact effectively and professionally with staff, prospective and present residents, contractors, architects, bankers and other potential funders, community representatives and government agencies. Experience working in a team-oriented, collaborative environment. Strong negotiation skills. Proficient in Microsoft programs such as Outlook, Word, Excel, PowerPoint and Adobe Acrobat Professional.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid driver's license with current vehicle insurance.

PHYSICAL DEMANDS: 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to travel when required, including periodic overnight stays
- Ability to work flexible schedule
- Ability to cope with pressure and challenges

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Ability to work with diverse groups of people
- Ability to work in a team atmosphere and willing to help others when needed
- Show respect towards co-workers and Impact Seven customers
- Be timely in communications and task completion
- Support concerns with recommendations for improvement