



JOB DESCRIPTION FOR DEVELOPMENT MANAGERS & SENIOR DEVELOPMENT MANAGERS

ORGANIZATION

The Women's Institute for Housing and Economic Development (WIHED) is a regional not-for-profit organization dedicated to promoting economic opportunity and building strong communities by developing safe, affordable and supportive housing for individuals and families. With over thirty years of experience in real estate development and community-building, the Women's Institute serves as a leader in the affordable and supportive housing industry. The Women's Institute has developed over seventy-five properties (2,000 housing units) in New England, and serves as a strategic partner with service providers, municipalities, public agencies, and volunteer groups to build homes and opportunity in our communities. Currently, we are managing a real estate development pipeline of 28 projects consisting of more than 700 units representing \$250,000,000 in community investment. The organization has a modest operating budget of \$6,500,000 and an asset base of \$70,000,000 (almost 400 units owned by WIHED, property management is outsourced to a third party).

POSITION SUMMARY

Development Managers (DM) and Senior Development Managers (SDM) are integral parts of the real estate development work of the organization. Under the supervision of the Executive Director, DMs and SDMs guide projects from conception to completion, tackling all aspects of affordable housing development. The positions require managing multiple development projects and working closely with other staff. Our organization also serves in a consulting role to executive directors, boards of directors, and designated staff of other organizations, including non-profits, municipalities, housing authorities, etc. The Development Managers have billable hour targets established by senior management and are expected to be met on a monthly basis.

SDMs are additionally expected to bring a greater breadth and depth of experience to leading complex real estate development projects, such as green design, Section 42 tax credit structuring, supportive housing modeling, etc.

PRIMARY DUTIES AND RESPONSIBILITIES

Real Estate Development Activities:

- Develop and steward internal and external relationships related to each project;
- Manage zoning, permitting, and public approval processes;
- Assist team in generating community participation in support of project;
- Coordinate loan closings with legal assistance;
- Develop financial models for project, preparing necessary application materials, and working with lenders to secure and close on public and private financing;
- Guide the selection and coordination of architects, contractors and other professionals as required;

- Oversee construction, including compliance review and reporting;
- Track project expenses and assist with requisitions to lenders;
- Assist in marketing and resident selection, and support asset management during initial occupancy;
- Assist partner organizations to identify property management issues and prepare for successful operations post-construction;
- Prepare final deal book for partners (or Women's Institute on direct development projects);
- When appropriate, conduct asset mapping of community, and assist partner to form linkages and identify new program opportunities;
- Assist with other organizational projects, such as report writing, materials development, grant writing, and volunteer/intern supervision, as requested.

Additional Duties for Senior Development Managers:

- Supervise Development Managers, Development Associates, interns, and/or consultants, as assigned;
- Assist in pursuing new project opportunities;
- Assist in building and maintaining external partner and funder relationships; and
- Provide expert oversight and support in designated task specialization areas.

SKILLS AND QUALIFICATIONS:

DMs and SDMs are expected to take responsibility for many components of a project, and also work with senior staff as required for planning, financial modeling, client management, etc. SDMs will typically serve as the lead for projects with greater complexity, with DMs leading certain components as assigned. The extent to which a DM is the lead on projects and/or tasks will depend on project needs and complexity, as well as the DM's abilities and training progress. Additional skills and qualifications include:

- Commitment to advancing the organization's mission of creating housing opportunities for at-risk families and individuals;
- Demonstrated experience in project management and managing teams (can include non-real estate projects). Project management of real estate development utilizing a variety of public and private financing sources is preferred;
- Familiarity with issues related to service-enriched housing preferred, but not required. Interest in developing expertise in this area is essential;
- Superior organizational, interpersonal and communication skills, and demonstrated experience of written and oral presentation skills;
- Ability to learn quickly and be interested in developing a variety of new skills; be able to multi-task and meet deadlines; have the ability to work both autonomously and in a directed team effort;
- Ability to strategically plan for project's future, proactively solving problems as they arise;
- Exhibit a strong commitment to teamwork, both within the organization and with its project partners and development teams;
- Prior experience in a consulting role is a plus;
- Above average aptitude with computer hardware and software, specifically Microsoft Office Suite (Excel, Word, & Outlook), and internet;

EDUCATIONAL / WORK EXPERIENCE REQUIREMENTS:

DMs: A Degree in planning, community development, or business is preferred, as well as offer three to five years related work experience.

SDMs: An advanced degree in planning, community development, or business is preferred, as well as offer at least seven years related work experience.

WORKING CONDITIONS:

The Women's Institute offers a competitive salary and benefits package. Compensation is commensurate with experience. Please visit our website at www.wihed.org/careers for additional benefits and organization information.

Our work is regional, with our current ownership and consulting projects focused across Massachusetts and Connecticut, and further growth opportunities throughout New England. Regular day travel is expected throughout the region to actively advance our projects and partnerships, as well as teamwork and overlap within our Boston, MA and Hartford, CT offices. Evening and weekend hours are sometimes necessary to meet the needs of our projects and properties.

TO APPLY:

Please send resume and letter of interest via email to careers@wihed.org Please note "Real Estate Development Manager position" and your name in your subject line.

The Women's Institute for Housing and Economic Development is an Equal Opportunity Employer. Applicants are considered regardless of race, color, religion, creed, sex, pregnancy, family responsibility, national origin or ancestry, citizenship, marital status, sexual orientation, transgender status, veteran's status, genetic information, or status as a qualified individual with a disability or any other protected characteristic in accordance with applicable law.