

**CHARITIES HOUSING**  
**Director of Real Estate Development**

***Charities Housing seeks an ambitious, accomplished affordable housing developer to leverage their skills, experience and best practices to expand and shepherd new development and service-enriched housing opportunities throughout Santa Clara County.***

For nearly 30 years, Charities Housing has been committed to developing and managing affordable housing, striving to create developments that contribute to communities. Originally a division of Catholic Charities of Santa Clara County, Charities Housing (CH) develops projects located throughout Santa Clara County where the need for affordable housing is vital. Housing types range from service-enriched housing for low-income, vulnerable individuals to traditional affordable multi-family housing. Today, as a separate 501c3 organization and the housing development arm of Catholic Charities of Santa Clara County, CH actively oversees the management and operation of more than 1400 units with contracts for resident services from Catholic Charities and other nonprofit partners. There are over 200 units in construction in Santa Clara County and another 1400 units in the development pipeline. CH creates beautiful, positive living environments for those with the least amount of resources.

Charities Housing has \$392M in assets, an operating budget of \$29.5M and a staff of 50 full-time and 17 part-time employees. This is a highly functioning organization at every level. With recent leadership transitions and others anticipated in the next two years, CH is planning for succession and is intentionally strengthening its leadership team.

**SUMMARY**

Reporting to the Executive Director, the Director of Real Estate Development (Director) is part of the Executive Management team, and leads, manages, and directs the Housing Development Department at Charities Housing (Agency); provides management support to the Executive Director in executing the vision for the Agency; ensures quality services to stakeholders, and clients; coordinates assigned activities with outside agencies, and the public; fosters cooperative working relationships among Agency departments and with various public and private groups; and performs related work as required. This work provides for a wide variety of independent decision-making, within legal mandates, general policy and regulations.

The Director provides direct supervision to Senior Project Managers, Project Managers, Associate Project Manager, and may provide general supervision to other staff in the Housing Department, as necessary.

The Director will work with the Executive Director and Board of Directors to set and execute strategic goals, objectives, and priorities. The Director is responsible for originating, coordinating, and implementing all aspects of affordable housing project development - from deal origination and feasibility through construction, to stabilized occupancy. Projects may include new construction, rehabilitation and joint ventures with other developers.

The Director will be someone who believes in and understands supportive housing, and brings this expertise to bear in a nonprofit environment to grow the CH portfolio. They will have a dealmaker's sensibility, understanding of affordable housing development and the financial mechanisms of this type, and have the fortitude to proactively identify new projects where CH can successfully provide support to under-housed, vulnerable populations.

## KEY RESPONSIBILITIES

### LEADERSHIP

- Participate on the Executive Management Team on the implementation of the strategic vision including fostering and cultivating stakeholder relationships; develop department's strategic plan and implement the goals, objectives, projects and policies.
- Implement policies from the Executive Director; provide guidance and direction to Development department staff to coordinate and direct projects; ensure the successful implementation of projects.
- Participate in and makes presentations to the Board.
- Advise the Executive Director regarding policy issues and projects to meet community and client needs; stay abreast of new trends and innovations in the field of housing development and affordable housing programs, operations, and other types of public services as they relate to the area of assignment.

### MANAGEMENT AND ADMINISTRATION

- Lead and direct the activities and projects of the Housing Development Department and apply organizational and management practices to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Coordinate the development and administration of the department's budget; assist with budget forecasting; allocate resources in a cost-effective manner; monitor compliance within budget parameters and general financial policies; effectively administer special projects with contractual agreements and ensure compliance with stipulations.
- Assess and monitor the distribution of department work; identify opportunities for improvement; direct the implementation of change; provide direct training and identify opportunities for 3rd party training, evaluate personnel and work with employees on performance issues and corrective measures.
- Prepare, review, and present staff reports, various management and information updates, and reports on special projects as assigned by the Executive Director.
- Ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.

### DEVELOPMENT

- Oversee and manage all aspects of housing development, including but not limited to feasibility analysis, program development, contract negotiation and consultant management, design development, funding applications, lender negotiation, due diligence, entitlements, construction management, community outreach, event planning, audit, and lease-up coordination;
- Identify new sites and buildings for potential housing development opportunities; assist in facilitating the acquisition of property and land for the Agency, establishing and maintain limited partnerships and affiliate entities; ensure compliance with federal and state real estate and housing laws.
- Employ successful methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; and research and reporting methods, techniques, and procedures; develop and implement project management systems.

- Understand the technical, legal, financial, and public relations issues associated with the management of Agency programs.
- Reviews and executes documents, including real estate transactions, legal agreements, contracts, loan documents, and other legal documents; ensures successful submission of applications for funding.

#### EXTERNAL RELATIONS

- Represent the Agency and participate in community groups and professional meetings; works with agencies within the affordable housing development field to create opportunities and support for affordable housing development.
- Respond to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.

#### **IDEAL EXPERIENCE & CHARACTERISTICS**

The Director of Real Estate Development will be an individual with sound judgment who understands the need for affordable housing in the community. Additionally, Charities Housing is interested in candidates with combinations of:

- Ten+ years of executive or management experience in development, and in areas related to progressive experience in housing development, finance, urban planning or a related field. Relevant experience and successful track record of effective leadership in other industries or sectors will be considered. Seven years of supervisory experience.
- Undergraduate degree with major coursework in urban planning, business, real estate, public administration, architecture, engineering, or related field. An advanced degree and a real estate broker's license are preferred.
- Comfort in planning, organizing, directing, and coordinating work of staff; including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Experience working with urban municipalities; knowledge and services offered to low-income people.
- Organized; self-directed; prioritizes a variety of projects and multiple tasks in an effective and timely manner; makes sound recommendations and prepare effective technical staff reports.
- Values providing a high level of customer service in effectively dealing with the public, vendors, contractors, and Agency staff.
- Experience with public agency budgetary, contract administration and grants management is an advantage.
- Exceptional oral and written communication skills, particularly in developing and delivering presentations for small and large audiences; a record of garnering support from constituencies of diverse cultures and backgrounds including staff, board of directors, stakeholders, public entities, elected officials, community partners, businesses, professional, educational and regulatory organizations, and the public.
- Respects the expertise and opinions of others and uses information to guide decisions; collaborative and collegial style and approach to working with others; intrepid yet tactful; negotiates skillfully without driving themselves or others into a corner.
- Unquestionable integrity; demonstrated judgment and self-awareness.

The above intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant.

Charities Housing is an equal opportunity employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity, disability, or veteran status, or any other classification protected by state or federal law. If you need assistance or a reasonable accommodation during the application process because of a disability, it is available upon request. Charities Housing is pleased to provide such assistance, and no applicant will be penalized as a result of such a request.

For more information please contact:

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