

## Senior Real Estate Development Manager - Philadelphia

MISSION FIRST HOUSING GROUP develops and manages affordable, equitable, safe, sustainable homes that support residents and strengthen communities. Mission First's developments provide affordable housing and supports to 5,000 people in 3,800 apartments, serving families, seniors, veterans, survivors of domestic violence, individuals with disabilities and other vulnerable populations.

Mission First Housing Group is seeking a full time Senior Real Estate Development Manager for its Philadelphia region. The Senior Real Estate Development Manager will have responsibility for identifying and managing affordable and mixed income multi-family real estate development projects, overseeing feasibility, project development and financial structuring through project completion.

MFHG believes that each employee makes a significant contribution to our success and that an employee's contribution should not be limited by assigned responsibilities. This position description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent nor the organization to the work identified. It is our expectation that each employee will offer their services as necessary to ensure our collective success.

### Duties and Responsibilities

- Coordinate affordable housing predevelopment process from feasibility through design and permitting
- Identify potential projects by researching acquisition and development opportunities, working with network of development partners and real estate brokers
- Manage new construction and preservation developments for Pennsylvania, New Jersey and Delaware footprint
- Manage new initiatives and programs
- Oversee RFP response process for development projects
- Leverage financial, political and community support for projects; work with neighborhood groups, elected officials, and public sector partners to secure regulatory approvals
- Prepare feasibility analyses, development proposals, financing applications, and other documents related to the planning, design construction, financing, and marketing of community development projects
- Manage initial project planning with development team
- Manage, coordinate and facilitate project development process
- Oversee financing, from application to closing, including due diligence checklists and document coordination
- Supervise project staff
- Monitor and assist property management through lease-up.
- Provide quarterly board updates
- Perform other duties as assigned

### Skills and Knowledge Required

- Sophisticated knowledge of real estate terminology and concepts and finance; Knowledge of low income housing tax credits and public finance
- Capacity to effectively lead the development team, including legal, finance, design and construction; prior experience in any of these fields required
- Experience interacting with a broad set of financial partners including investors, lenders, state and local agencies, and HUD
- Demonstrated ability to work as a team player that can interact productively and positively with other members, but also able to work independently
- Understanding of low income housing tax credit, HUD and affordable housing financing programs; Knowledge of historic tax credits and new market tax credits a plus
- Strong organizational skills and ability to coordinate complex activities, prioritize conflicting demands and meet deadlines
- Ability to creatively solve problems
- Strong written and verbal communications skills.

### Education and Experience Requirement

- Bachelor's degree or equivalent is required
- 7 + years affordable housing, community development, real estate, finance, and/or project management experience preferred
- Experience in greater Philadelphia and/or New Jersey marketplace preferred

### Benefits

- Medical insurance
- Dental insurance (Company Paid)
- 403B (Company Paid)
- Life Insurance, Short and Long term disability (Company Paid)

In accordance with MFHG's COVID-19 Vaccination policy, all MFHG staff are required to be vaccinated for COVID-19 as a condition of employment unless a medical or religious exemption has been approved. If hired, you will be required to provide proof of your vaccination status prior to the start of your employment with MFHG. If you not already vaccinated, you will need to be vaccinated no later than February 1, 2022. All records of vaccinations and approved exemptions will be kept highly confidential.

To apply, please forward resume to [Cavery@missionfirsthousing.org](mailto:Cavery@missionfirsthousing.org)

Mission First Housing Group – EOE M/F/D/V/SO