

Position Description NeighborWorks Green Bay

I. Identification

Title: Director of Real Estate

Reports to: President & CEO

II. Who We Are

NeighborWorks Green Bay is a recognized leader in community development, housing revitalization, and innovative homeownership solutions. Founded as a non-profit in 1982, we partner with residents, local government, and business to deliver a variety of educational and financial programs that promote and preserve homeownership, increase financial capabilities, and strengthen community ties. We engage in real estate development activity including single-family, multifamily, and commercial projects. We are part of a network of more than 245 independent, community-based nonprofits through our affiliation with NeighborWorks America. For more information about what we do, visit us at www.nwgreenbay.org.

III. Job Summary

NeighborWorks Green Bay is seeking skilled, experienced individual to lead our real estate development and real estate management business lines. The Director of Real Estate performs work related to planning, design, management, and control of real estate development projects as well as oversight and monitoring of our rental real estate portfolio. The position will develop and implement strategies that position the organization as the leading developer of affordable housing in Northeast Wisconsin. This position serves as a member of the Management team and provides strategic information to the President & CEO (“CEO”) and Board of Directors.

IV. Principal Duties and Responsibilities

Manage Real Estate Operations:

- Lead key initiatives of the organization relating to real estate development and real estate management and develop quarterly and annual strategic initiatives for the organization along with executive management.
- Manage, supervise, and monitor performance of real estate team staff (including real estate development staff, Housing Quality Standard (HQS) and lead inspection staff).
- Develop operating budgets for real estate management and real estate development departments and ensure operations comply with approved budget.
- Negotiate and administer contracts with property management firms.
- Seek and propose strategic moves to improve performance of our rental portfolio and/or deliver a better product to our residents.
- Serve as asset manager of the organization and lead discussions at the Asset Management Committee.
- Seek service with community groups affiliated with issues of concern to the company where neighborhood revitalization might be enhanced.

Manage Real Estate Projects:

- Develop and maintain policies and procedures for all aspects of project management, including feasibility and proforma development, project selection criteria, design criteria, construction scopes and bidding, budget tracking, project schedules and capital project needs.
- Establish development goals with the leadership team with an emphasis on scaling up production of developed units. Lead strategy discussions relating to successfully developing at scale.
- Stay on top of market trends and challenges and propose design changes for new builds to meet those trends and solve housing affordability challenges.
- Develop capital budgets for real estate development projects and ensure compliance with approved budget.
- Share forecasts on property acquisition, rehabilitation and sale and budget to actual reports with appropriate committees and staff.
- Prepare required production and compliance reports for funding partners and regulators as requested.
- Maintain and develop process to create a full pipeline of real estate development projects and manage that pipeline.
- Maintain files in conjunction with Finance and Real Estate Development staff tracking expenditures and construction progress. Provide key information to Executive Director and other staff as necessary.
- Exercise leadership in establishing and maintaining relationships with business partners including grant providers, real estate agents, home inspectors, title companies, government staff, and other stakeholders in our Real Estate business.
- Lead discussions with sellers and buyers for any property acquisition or sale or work with real estate agent to do so.

V. Preferred Skills and Qualifications

- Five or more years' experience in housing development, business, real estate, and community development
- A bachelor's degree in urban planning, construction management, or other relevant degree.
- Familiarity with development proformas and operating budgets
- Knowledge of construction management, contract negotiation and oversight, processing invoices for payment and developing budgets
- Experience in Project Management and/or Project Management Institute PMP Certification.
- Prior supervisory experience preferred. Must be able to develop and maintain teamwork and staff morale. Ability to work collaboratively with diverse organizations and individuals
- The position requires good judgment, common sense, maturity, tolerance for stress, and team spirit. The position requires an attention to detail and the ability to juggle multiple priorities.
- Excellent written and oral communication skills and good listening skills including the ability to follow complex directions and the ability to render complex situations into succinct case statements.
- Proficiency with use of computers generally and use of MS Office Software. Ability to format documents and prepare spreadsheets using formulas.
- Excellent time management skills - efficiently use time saving phone, voice mail, e-mail, and computer tactics.

VI. Physical Requirements – Must be able to perform the following activities:

- Lifting up to 10-20 pounds.
- Carrying up to 10-20 pounds.
- Frequent standing and sitting.
- Ability to focus for long period of time on projects.
- Ability to reach, stoop and lift.
- Ability to drive a car.

The above is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

I have read the above position description and understand the duties and responsibilities of the position.

Employee Name (Please Print)

Employee Signature

Date