



Dear Applicant,

Passaic County Habitat for Humanity is in search of an individual to join its team as the Director of Real Estate Development. The position has responsibility over all aspects of Passaic County Habitat's Real Estate Development function, from acquisition to feasibility through construction and property disposition, and will lead a team of ten, including our internal construction team, in fulfilling the department's responsibilities. A detailed description of the position's responsibilities and the qualifications of a successful candidate are attached.

Passaic County Habitat for Humanity is committed to enhancing the quality of life, health, and economic prosperity of the Greater Paterson region and broader Passaic County N.J., by producing, preserving, and advocating for safe, stable, and affordable housing. Our mission is to bring people together to build homes, communities, and hope.

We view our work as successful when it transforms lives and promotes positive and lasting social and economic change within a community; when it is based on mutual trust and fully shared accomplishment; and when it demonstrates responsible stewardship of all resources entrusted to us.

Passaic County Habitat for Humanity has a current annual budget of approximately \$9 million and is the Passaic County Affiliate of Habitat for Humanity International, a global, nonprofit housing organization that has helped build, renovate, and repair more than 600,000 affordable houses, sheltering more than 3 million people worldwide.

Passaic County Habitat's team has, and continues to, transform people's lives by providing safe, stable, affordable housing, developing community properties, and advocating for affordable housing. If you are interested in applying your real estate development acumen and energies to helping transform lives through the platforms of housing and community development, we welcome your resume and cover letter explaining your interest and passion.

Sincerely,

The Passaic County Habitat Team



## DIRECTOR OF REAL ESTATE DEVELOPMENT

### Position Summary

The Director of Real Estate Development works closely with the CEO, and as part of the senior leadership team, to lead and implement Passaic County Habitat for Humanity's (PCHFH) strategic goals, objectives, and priorities by developing a pipeline of affordable homeownership and rental developments. The Director of Real Estate Development will play an important role in developing and implementing our vision to expand our real estate activities across Passaic County.

The Director of Real Estate Development will plan, organize, and manage all functions and activities assigned, including activities of the internal construction team and coordination with outside contractors, consultants, agencies, public officials, and the community. This person will be responsible for originating, coordinating, and implementing all aspects of affordable housing project development – from deal origination and feasibility through acquisition, construction, and closing. Projects will include new construction and acquisition/rehabilitation, as well as joint ventures with other developers and agencies.

### Responsibilities

- Serve as a key member of the PCHFH Leadership Team providing direction and oversight as an internal leader of the organization.
- Develop and maintain a pipeline of real estate development projects in line with the organization's strategic goals.
- Acquire properties from public agencies as well as from the private market.
- Work closing with governmental agencies, financial institutions, and community-based organizations to seek partnerships and development opportunities.
- Manage all phases of development for housing projects, including: identifying new projects, completing feasibility analysis, obtaining local approvals, developing and revising proformas, and managing the design, financing, and construction phases.
- Conduct all physical, financial, and operational due diligence on properties during feasibility, acquisition, and pre-development phases.
- Coordinate pre-development and development activities including but not limited to: a) lender relationships; b) legal and other transaction documents; c) financial planning including development of project sources and uses; d) preparation of financing applications; e) coordinating with professionals to secure construction documents; and f) ongoing management of project budget and financials.
- Lead any relevant public approval processes, including all stakeholder engagement (meetings with public officials, community meetings, etc.).
- Monitor and track construction progress and cost to ensure timely project completion.
- Identify and manage qualified architects, engineers, environmental firms, construction companies, and other professionals as needed.
- Coordinate with internal departments (finance, administration, homeowner services) before, during, and after construction to ensure smooth homeowner/tenant relations.
- Oversee compliance with city, state, and federal oversight agencies and with private investors/lenders.
- Serves as the staff liaison and lead of PCHFH's Real Estate Development Committee.
- Other special projects as assigned.



## Qualifications

- Bachelor's degree in a related field (e.g. business, finance, real estate, construction, planning).
- Minimum of five (5) years experience in affordable housing development with a focus on homeownership and multifamily, experience in financial feasibility and analysis, as well as public and private programs for affordable housing financing. *Preference will be given to individuals with knowledge and experience with New Jersey housing development, government agencies, and financial institutions.*
- Must have proven ability to manage multiple real estate development projects simultaneously, to lead teams of contractors and consultants, and to effectively anticipate and solve problems on a variety of issues that may occur during the real estate development process.
- Strong supervisory and leadership skills with a proven ability to work effectively independently and as a highly resourceful team player within deadlines.
- Knowledge of construction and property management processes.
- Experience with construction financing, grants management, and compliance strongly preferred.

## Competencies

- Highly developed written and oral communication skills.
- Excellent organizational, coordination, problem-solving, and time management skills, including the planning and managing of multiple projects at a time.
- Ability to be proactive and capable of resolving complex problems expeditiously.
- Dealmaker's sensibility of affordable housing development and skills to proactively identify new projects.
- Excellent relationship building skills with an ability to prioritize, negotiate, and work with a variety and diversity of stakeholders, both internally and externally, with a desire to work as an active member of a multidisciplinary team.
- Strong judgment, analytic reasoning, and critical thinking capability.
- Ability to develop rapport and engender trust, exhibit a positive attitude and professional demeanor.
- Ability to thrive in a small team environment and in a hands-on position.
- Shared commitment to Passaic County Habitat for Humanity's mission.

## Salary Range

\$90,000 - \$110,000

*Passaic County Habitat for Humanity provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. We urge all qualified applicants to apply.*

*To apply please submit a cover letter describing your interest in working to advance Passaic County Habitat's mission along with a resume to [jobs@habitatpc.org](mailto:jobs@habitatpc.org)*