

Real Estate Developer Movin' Out Inc.

Based in Madison, Wisconsin, Movin' Out is a dynamic, successful, statewide non-profit Community Housing Development Organization (CHDO) and HUD-certified housing counseling agency that, in partnership with people with disabilities and their allies, creates and sustains community-integrated, safe, affordable housing. Movin' Out meets its mission with unique and innovative programs that have gained national and state recognition and awards. Movin' Out develops inclusive, community-integrated housing, owns and manages a portfolio of scattered site homes, and assists people with disabilities to purchase and maintain their own homes. Movin' Out and its subsidiaries mobilize this range of housing solutions with nine staff, a \$1.3 million annual budget, and current assets of \$15 million.

At Movin' Out, the Real Estate Developer is responsible for planning, overseeing and successfully completing complex multi-family housing development projects which will offer rental and owner occupied housing options for people with disabilities. This employment opportunity is intended to provide the successful candidate a challenging professional employment opportunity to work in partnership with the Real Estate Development Director and other Movin' Out staff to carry out these duties.

Anticipated Start Date: **August 2018**

Hours of Work: **Full Time**

Duties:

- Assist the Real Estate Development Director to initiate, lead, and bring to satisfactory conclusion real estate development projects that meet the mission and strategic goals of Movin' Out as identified in the Rental Development and Management portion of the Movin' Out Strategic Plan.
- Assist the Real Estate Development Director in evaluating potential development projects and carry out the design and financial and market feasibility analyses required for multi-family affordable housing development. Coordinate the negotiation of development agreements and contracts.
- Assist the Real Estate Development Director in securing all required municipal entitlements to allow projects to be developed.
- Assist the Real Estate Development Director in identifying and coordinating the required development team to plan and carry out multifamily affordable housing projects.
- Identify and secure the financing sources required to carry out identified developments including preparing financing applications for construction and debt financing, affordable housing subsidies including HOME, CDBG and FHLB AHP financing, Section 42 Tax Credits, and Tax Incremental Financing.
- Establish and monitor detailed development and construction budgets, project timelines, and schedules.
- Assist the Real Estate Development Director and Asset Manager to conduct due diligence tasks to safeguard the organization's investments and organizational integrity as it relates to the existing real estate portfolio.
- Participate in outreach duties and public relations work as requested. Attend neighborhood and community meetings and act as liaison between Movin' Out, its consultants, vendors, partners, and the community. Participate in local and state policy planning and advocacy efforts.

- Attend board meetings as assigned.

Qualifications:

Successful candidates will be detail-oriented, self-motivated, and able to multi-task. They must possess excellent interpersonal skills and be able to work on a team, but also able to confidently exercise discretion and judgment to work independently with a focus on assisting households that include a household member with a disability to secure safe, affordable, and accessible housing.

Successful candidates will have knowledge and experience in the following areas:

- Multi-family financing - including Section 42 Tax Credits, Federal CDBG and HOME funding, Federal Home Loan Bank programs, and bond financing
- Real Estate transactions – a valid Wisconsin Real Estate Broker’s license is a plus
- Urban planning, zoning, and the entitlement process
- Market analysis
- Multi-family residential construction
- Project management
- Property management and fair housing
- Strong experience with financial spreadsheets and good writing skills are required. We will look for minimum of two years’ relevant experience, good background check results, and strong professional references. Preferred: Bachelor’s degree and/or exceptional experience. Direct experience with people with disabilities.
- Desirable talents include bilingual ability and confidence in public speaking.

Requirements:

Automobile available and valid driver’s license. Travel state-wide to other Wisconsin locations will be required. Anticipate flexibility in work hours due to evening meetings and appointments as needed.

Salary/Benefits:

Base salary (\$42,500-\$47,500) + generous bonus on closings. Profit-sharing 401k. Employer-paid health, life, short and long-term disability insurance, plus options for FSA and employee-paid dental. Generous earned time off. Family-friendly work environment and flexible schedule.

To Apply:

By June 8, 2018, send a cover letter explaining why you are a good candidate for this position, a resume, written responses to the questions listed below, and at least 3 professional references to: hiringcommittee@movin-out.org. Movin’ Out is an equal opportunity employer.

1. Describe your professional experience in affordable housing development and also include a description of a recent development project you have had direct involvement with, your role in that project, and the end result. Be specific.
2. Please describe the steps commonly required to go through the process of developing a multifamily housing

project.

3. Describe your professional goals and vision regarding your career in real estate development and finance.
Where do you want to be in 5 years?