



Director of Real Estate Development

Position Description

ORGANIZATIONAL BACKGROUND

The National Housing Trust is a strong national nonprofit engaged in affordable housing advocacy, lending, real estate development and energy solutions. Our mission is to preserve and improve affordable multifamily homes to support quality, healthy neighborhoods with a range of housing options so that families of all income levels have an opportunity to thrive.

NHT is an award-winning nonprofit with a focused agenda. The ideal applicant thrives in a fast-paced environment, working with dedicated and entrepreneurial colleagues. NHT has a staff of 30 across its four business lines – public policy, lending (NHT Community Development Fund and Institute for Community Economics), real estate development (NHT Communities) and energy solutions (NHT Renewable).

NHT Communities preserves and improves housing so that it is healthy, safe and affordable for all people. By using innovative, replicable financing mechanisms, NHT Communities has participated in the preservation and improvement of more than 42 communities comprising nearly 5,000 affordable units in 13 states and the District of Columbia. Today, we own over 4,200 units in 35 properties.

POSITION

The Director of Development reports directly to the President and CEO of National Housing Trust. To carry out his/her responsibilities, this professional will work closely and effectively with other NHT staff members, including those from its Finance and Accounting, Asset Management, Sustainability, and Community Programs, Lending and Policy groups.

The Director of Development is responsible for developing and implementing the strategy and business plan for NHT's Affordable Housing Real Estate Development subsidiary, known as NHT Communities, which includes determining the scope and location projects, developing staffing plans and budgets; supervising professional development staff; and delivering measurable results toward NHT's double bottom line. Currently, this position leads and coaches three project managers in Washington, DC.

The primary responsibility of the Director of Development is to build and maintain a pipeline of real estate development projects and to supervise the execution of those projects from initial conception through construction, to lease-up and stabilized occupancy or sale. Success in this position will be measured in terms of the scale, quality, pace and financial performance of the development portfolio for which he/she is responsible as well as the effectiveness, growth and professional well-being of the development staff. He/she also has responsibility for enhancing critical external relationships to expand NHT business development opportunities and assist with the quality control of existing operations.



RESPONSIBILITIES

- Create and sustain a robust real estate development pipeline consistent with NHT’s mission and strategic goals.
- Ensure that all development projects are designed, financed and constructed in a manner consistent with NHT goals, standards and underwriting guidelines.
- Develop and manage the budget for the Division in concert with NHT Finance.
- Ensure that the human and financial resources are efficiently leveraged, shared, and capacities are fully utilized.
- Use current projects and networks as a catalyst for new prospects.
- Be a resource on technical issues surrounding development projects at various stages of completion.
- Ensure that the team has the resources needed to do its job most effectively.
- Ensure the project management team is aligned with all organizational objectives.
- Facilitate strong communication and collaboration between the Division and support teams internally, including the Finance & Accounting, Asset Management and Sustainability.
- Travel within the Development area on a regular basis to meet partners and seek new development opportunities.
- Act as key contact for all applications with agencies/government and the point person and signatory on all project-level documents.
- Develop annual individual employee goals, objectives, and action plans and monitor performance quarterly. Perform annual and periodic reviews of employee performance.
- Collaborate with Finance & Accounting and Asset Management to ensure the long - term sustainability of NHT’s portfolio of developments.
- Act as a “Player/Coach” for the project managers and run interference as needed.
- Establish team priorities and provide help and/or additional resources where project managers may require it.
- Assign roles on new projects and manage staff to ensure timeliness and accuracy.
- Stay abreast of current developments and priorities in funding programs at the state and local levels within target geography.
- Attend events sponsored by the state Housing Finance Agencies, city housing or development departments, local foundations and/or intermediary organizations, and other appropriate opportunities to advance NHT knowledge, practice, and profile in state and local development communities.

DOES THIS SOUND LIKE YOU?

This is an extraordinary opportunity for a committed leader with at least 10 years’ experience in successful development of affordable housing. A Master’s Degree in Real Estate, City Planning or related field is required. Other qualifications include:

- Commitment to NHT’s mission, including a deep dedication to assisting low income families create and access opportunities to thrive;
- Experience in all aspects of the development process, including planning, permitting, design, construction, underwriting, and finance;
- Proven ability to oversee the structuring of complex financial transactions to maximize both social and financial returns and manage corporate risk;
- Polished, articulate public speaker, comfortable with a wide variety of audiences;
- Several years of progressive responsibility in affordable housing development including experience providing supervision to development staff;

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- Capacity to run point for generating new NHT work in target markets;
 - Experience closing Low-Income Housing Tax Credit funded projects;
 - Experience with state/local politics, government planning, and resource allocation processes, including establishing effective relationships with town officials, planning boards and neighborhood groups;
 - Experience in multi-phased public-private development project desirable.
 - Strong computer aptitude skills, including knowledge of Microsoft Office Suite Programs;
 - Detail-oriented, entrepreneurial self-starter who relishes multitasking;
 - Excellent interpersonal, organizational and communications skills, including both verbal and written skills;
 - Results-oriented, can-do attitude with a professional discipline;
 - Innovative thinker, creative problem solver; quickly identifies and resolves customer issues;
 - Strives for efficiency;
 - Hands-on, willing to do whatever it takes to get the job done;
 - Excellent planning and organization skills;
 - Ability to integrate thoroughness and attention to details with a big picture, strategic vision.
 - Resourcefulness, with the ability to deliver results in an entrepreneurial, dynamic environment;
 - Experience working with diverse and low-income populations;
 - Values and possesses experience building highly effective cross-functional teams;
 - Demonstrated ability to incorporate customer service standards into all employee job responsibilities;
 - Values diversity to ensure multi-talented team strengths; promotes a spirit of inclusion;
 - Identifies employee opportunities for growth;
 - Collaborative, flexible, team player; relates well to colleagues at all levels of the organization (a good sense of humor is a plus).

COMPENSATION

Salary and benefits are competitive and commensurate with experience.

JOIN US

Submit resume and cover letter to hr@nhtinc.org. Please write "Director of Development Application" in the subject line of the email. No phone calls.

NHT is an equal opportunity employer.