



**Position Title:** Director of Development (Real Estate)

**Reports To:** Vice President of Real Estate Development

**Classification:** Exempt, Full-Time

## About Us

Ohio Community Development Finance Fund ("Finance Fund") is a mission-driven nonprofit organization that drives capital, real estate development, and other resources to low- and moderate-income communities to improve quality of life.

Finance Fund is a leading organization in affordable housing development, construction, and maintenance. We are committed to creating sustainable, quality housing solutions for low-income communities through the Low-Income Housing Tax Credit (LIHTC) program and other non-LIHTC subsidy programs. Our team is passionate about making a positive impact on communities and we are looking for a dedicated Director of Real Estate Development to join us in this mission.

## Position Overview

Under the direction of the Executive Vice President for Real Estate, the Director of Real Estate Development is responsible for assisting in the coordination of affordable housing construction, rehabilitation, and capital projects. The Director of Real Estate Development must have initiative, be an effective communicator, have excellent organizational and time management skills.

## Key Responsibilities

- Assist in the identification of new construction opportunities and potential acquisition(s) rehabilitation of affordable housing properties.
- Assist in overseeing properties while keeping revenue at or above the projected budget, address tenant issues, and provide written monthly accounts of costs incurred.
- Deal courteously and communicate effectively with a variety of individuals in the course of the work, including the resolution of disputes and job-related problems with property owners and contractors, architects, engineers, and utility companies.



- Prepare and deliver effective presentations in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and other external audiences.
- Assist with compiling all necessary information for government agencies – including, but not limited to OHFA, FHLB, HUD, and RD – for property acquisitions, LIHTC applications, and ongoing compliance of existing projects.
- Ensure all safety policies and practices are followed – including all permits are received prior to construction work, all necessary inspections are completed, all properties are certified for occupancy.
- Assist Executive Vice President and Vice President, Real Estate in other duties, as assigned.

## Qualifications

- Minimum of 2 years of experience in affordable housing development, including direct and support roles in acquisitions, design, and financial projections of multi-family housing.
- Specific knowledge of LIHTC, OHFA, and HUD, including applications and financial and project closings.
- General knowledge of and experience with the construction process from identifying site and scope of work to occupying and stabilizing units.
- Willingness to coordinate schedules, host and attend meetings in person or virtually, and work collaboratively on multiple projects at the same time.
- Experience with development and project cost accounting and invoicing.
- Experience with collaboration, community building, and advocacy, and project creation.
- Must be able to pass a criminal background check, pre-employment drug screen, and possess a valid driver's license.

To apply for this position, please send a cover letter and resume to Suzette Berry, MBA, the Vice President, Human Resources at Finance Fund at [SBerry@FinanceFund.org](mailto:SBerry@FinanceFund.org)