



Position Title: Vice President of Real Estate Development

Reports To: Executive Vice President of Real Estate

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 Vice President of Real Estate Development ("VP of Real Estate Development") to join us in this mission.

Position Overview

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

Key Responsibilities

- Identify new construction opportunities and potential acquisition(s) rehabilitation of affordable housing properties.
- Oversee 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.
- Compile 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 the Executive Vice President of Real Estate in other duties, as assigned.

Qualifications

- Minimum of 5 years of experience in affordable housing development, including direct roles in the acquisition, design, and financial structuring of multi-family housing.
- Specific knowledge, experience, and connections with LIHTC, OHFA, and HUD including an understanding of development standards, financing requirements, and compliance reporting.
- Direct responsibility working with general contractors to identify project scopes of work, to deliver units on time and within budget, and to transition to units being placed-in-service.
- Experience with securing all project funding and project cost tracking, accounting, and invoicing.
- Experience working on multiple projects and partners at the same time and seeing projects through from start to finish.
- Ability to host and attend meetings in person and virtually and work collaboratively.
- 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