



GEDCO Job Description

Real Estate Development Manager

Candidate must have at least 2 years of relevant real estate development and/or project management experience. Candidate also must have a working knowledge of affordable housing assets, including multifamily property financial operations. Experience with affordable housing underwriting, construction management, and asset management is a plus. Candidate must also be open to learning and not afraid to ask questions.

- Review of civil engineering and architectural plans Working with staff, consultants, and elected bodies to manage and complete the design and city approval process.
- Communication with and coordination of the consultant team, including land planners, engineers, architects, utility companies and other third party consultants, as well as the construction team.
- Drives the development process by updating schedules, budgets, timelines, financial information, projections and closings as necessary.
- Ensures the completion of tasks within acceptable time frames through the preparation, review and management of schedules by coordinating and managing participants.
- Prepare for and present organizational objectives and projects at community meetings
- Assist with the preparation of RFPs, consultant bids, reviews and manages consultant and building construction contracts /contractors.
- Monitor construction progress through periodic on site observations.
- Keeps abreast of regulatory changes affecting development and platting requirements in order to take advantage of or compensate for the changes which may impact the project.
- Work with third-party management companies to oversee the management and financial statements for 8 multifamily properties. Research new cost effective approaches to reduce property operating expenses.
- Monitor a portfolio of assets financed with housing agency debt, conventional loans, HUD financing and subsidies, and low-income housing tax credits.
- Coordinate all tax/accounting year-end reporting with owner, auditor, HUD and third- party management agents.
- Oversee Property financial statement preparation and assisting with financial statements as needed to prepare for year-end audits.
- Staff and facilitate monthly Real Estate Development Committee meetings with board and volunteers
- Performs other tasks as required

Other Relevant Experience and Skills

- Must be able to work well under pressure and meet deadlines
- Strong written and verbal communication, negotiation and presentation skills
- Ability to develop and manage budgets and understand job cost management
- Understanding of real estate principles
- Ability to recognize and assess risks through the due diligence process
- Ability to identify and resolve problems and develop alternative solutions in a timely manner

- Detail oriented and organized work habits
- Ability to act and operate independently with minimal daily direction
- Candidates should have excellent time management and organizational skills.
- Ensure confidentiality of all privileged and proprietary GEDCO information.

Education

Bachelors or higher degree in finance, engineering, project management, real estate development, urban planning, or business related. Construction/Land Development/Real Estate program preferred.

Strong computer skills, including Microsoft Office (excel, word, and project) and Google applications, preferred.

Supervisory Responsibility:

None

Physical Demands:

This job requires the employee to stand, stoop, bend, climb stairs, and lift up to 20lbs. The position requires fine motor skill of typing, writing, filing and visual acuity. This position requires the ability to speak clearly and understandably.

Work Environment:

Working conditions consist of a regular office environment for all functions of the job. Twenty Percent of time may be allocated for local travel to/from development projects, job meetings, and GEDCO properties as part of this position.



GEDCO Job Description

Real Estate Development Manager

Candidate must have at least 2 years of relevant real estate development and/or project management experience. Candidate also must have a working knowledge of affordable housing assets, including multifamily property financial operations. Experience with affordable housing underwriting, construction management, and asset management is a plus. Candidate must also be open to learning and not afraid to ask questions.

- Review of civil engineering and architectural plans Working with staff, consultants, and elected bodies to manage and complete the design and city approval process.
- Communication with and coordination of the consultant team, including land planners, engineers, architects, utility companies and other third party consultants, as well as the construction team.
- Drives the development process by updating schedules, budgets, timelines, financial information, projections and closings as necessary.
- Ensures the completion of tasks within acceptable time frames through the preparation, review and management of schedules by coordinating and managing participants.
- Prepare for and present organizational objectives and projects at community meetings
- Assist with the preparation of RFPs, consultant bids, reviews and manages consultant and building construction contracts /contractors.
- Monitor construction progress through periodic on site observations.
- Keeps abreast of regulatory changes affecting development and platting requirements in order to take advantage of or compensate for the changes which may impact the project.
- Work with third-party management companies to oversee the management and financial statements for 8 multifamily properties. Research new cost effective approaches to reduce property operating expenses.
- Monitor a portfolio of assets financed with housing agency debt, conventional loans, HUD financing and subsidies, and low-income housing tax credits.
- Coordinate all tax/accounting year-end reporting with owner, auditor, HUD and third- party management agents.
- Oversee Property financial statement preparation and assisting with financial statements as needed to prepare for year-end audits.
- Staff and facilitate monthly Real Estate Development Committee meetings with board and volunteers
- Performs other tasks as required

Other Relevant Experience and Skills

- Must be able to work well under pressure and meet deadlines
- Strong written and verbal communication, negotiation and presentation skills
- Ability to develop and manage budgets and understand job cost management
- Understanding of real estate principles
- Ability to recognize and assess risks through the due diligence process
- Ability to identify and resolve problems and develop alternative solutions in a timely manner

- Detail oriented and organized work habits
- Ability to act and operate independently with minimal daily direction
- Candidates should have excellent time management and organizational skills.
- Ensure confidentiality of all privileged and proprietary GEDCO information.

Education

Bachelors or higher degree in finance, engineering, project management, real estate development, urban planning, or business related. Construction/Land Development/Real Estate program preferred.

Strong computer skills, including Microsoft Office (excel, word, and project) and Google applications, preferred.

Supervisory Responsibility:

None

Physical Demands:

This job requires the employee to stand, stoop, bend, climb stairs, and lift up to 20lbs. The position requires fine motor skill of typing, writing, filing and visual acuity. This position requires the ability to speak clearly and understandably.

Work Environment:

Working conditions consist of a regular office environment for all functions of the job. Twenty Percent of time may be allocated for local travel to/from development projects, job meetings, and GEDCO properties as part of this position.