

# POSITION DESCRIPTION

Vice President of Real Estate Development  
Confidential Nonprofit Affordable Housing Organization  
Washington, DC Metropolitan Area

**VICE PRESIDENT REAL ESTATE DEVELOPMENT**  
**CONFIDENTIAL NONPROFIT AFFORDABLE HOUSING ORGANIZATION**  
**WASHINGTON, DC METROPOLITAN AREA**

## **Company**

Our client is a well-established, long-standing organization which acquires, owns, leases and operates multifamily and mixed-use properties for affordable and market rate tenants. The organization also engages in ground-up development and heavy value-add renovation. Its mission is to provide quality housing that enhances the lives of low- and moderate-income families and individuals by providing amenity rich, community connected housing. Considered a national leader in the industry, the organization provides acquisition, construction and permanent financing through the issuance of tax-exempt and taxable bonds through HUD and FHA programs as well as through joint ventures with private sector developers. Over 14k units have been developed/are under management with an aggressive growth pipeline in place. The projects are large scale and high-profile with some exceeding \$200M.

## **Location**

Washington, DC Metropolitan Area

## **Role**

The Vice President, Real Estate Development is a senior role responsible for strategic oversight and day-to-day management of the Development function. The role will shape and the Development budget ensuring that budgets are appropriately developed and managed efficiently through the full development cycle of all projects. The VP will be further responsible for guiding the development and implementation of best practices across the team consisting of development and construction managers as well as financial analysts. The role will also source and lead projects while reporting to the Chief Real Estate Officer. This is an excellent opportunity to fully run a large development operation with end-to-end oversight including building a network of development, financing, and political partners.

The VP must have intensive knowledge of all aspects of the full development lifecycle for both multi-family rental and sales. The ideal candidate will be able to demonstrate a history of excellence at building and leading high-performing teams, fostering teamwork and collaboration, and must be a sophisticated, dynamic leader who embodies and promotes the organization's ideals and culture.

## **Responsibilities**

Daily responsibilities include, but are not limited to:

**Development Leadership**

- Manage the development department budget working across all projects to ensure that best budgeting practices and guidelines are being followed at each stage of the development process.
- Prepare, maintain, and monitor development function budgets and preparing monthly project development reports.
- Support all deal sourcing, site selection, and analysis for both future ground-up development and value-add investment opportunities, promoting the Organization's brand to the investment and brokerage communities, landowners, and capital partners.
- Work hand-in-hand with the development and construction team members to insure effective underwriting of new development opportunities including all aspects of feasibility and pro forma economics, market-specific economic and demographic data, rental comparable information, construction cost estimates, local permit and fee costs and local supply and demand statistics.
- Overseeing and implementing all facets of the development process including planning, design, entitlement, construction and lease-up of the projects. Provide oversight for elements of each project phase, including analyzing and determining project feasibility through project close-out and smooth transition to property management.
- Working with the Chief Real Estate Officer and other executives to prepare informational packages for the internal Investment Committee as well as external partners.

**Organizational Management:**

- Build and manage a team of development professionals across multiple functions, including external consultants, legal, political and other support services.
- Responsibilities include interviewing and training employees; planning, assigning, and directing work, and appraising performance.
- Coordinate with property management and maintenance leaders on transition of completed developments, as well as with finance, accounting and HR teams, including evaluation of Company internal shared resources.
- Act as point of contact for department heads, executives, and ownership for all development related activity to maintain proper lines of communication and collaboration.
- Work closely with the Chief Real Estate Officer to support strategic initiatives as required.
- Foster teamwork, collaboration and relationship building.

**Project Leadership**

As needed work with the development managers to:

- Progress the entitlement and due diligence processes and the evaluation of proposed developments.
- Manage requirements associated with the successful zoning, entitlement, and other relevant approvals with agencies and authorities, including necessary environmental approvals.
- Lead the selection process for a team of architects, designers, engineers, and contractors to ensure that project goals and objectives are achieved efficiently, economically, and impactfully.

- Track and close-out open items, oversee cost estimates at each design phase, lead value-engineering efforts, and ensure that all creative and feasible solutions are considered to deliver a successful project on-time and on-budget.
- Manage consultant scopes of work, RFP processes, leveling of bids, and negotiation and finalizing of contracts.
- Oversee Project Handover – Collaborate closely with Asset Management and Property Management to ensure a smooth and seamless transition of the project to an operating occupied asset including development of a detailed commissioning plan and responsibility matrix.

## Qualifications

- 10+ years of increasingly responsible experience developing low to moderate priced housing for both sale and rental.
- Bachelor's Degree within a related field. Master's Degree preferred.
- Advanced knowledge of all phases of housing development from land acquisition through construction scope of work.
- Knowledge of bond markets, issuing bonds, bond financing.
- Knowledge of all aspects of federal, state and local laws and regulations regarding development of low to moderate priced housing programs.
- Excellent problem solving and creative skills and the strong ability to overcome obstacles, work creatively, and with sound judgment.
- Proven project planning and management skills, with ability to handle multiple projects and deadlines and generate detail-oriented work-product.
- Energetic, flexible, collaborative, and proactive; a team leader who can productively impact strategic and tactical development initiatives.
- Ability to deal with others equitably, effectively, and tactfully.

## Contact

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