



Vice President, Real Estate Development

About HELP USA

At HELP USA (www.helpusa.org), we work to ensure that everyone has a place to call home. We're one of the nation's largest homeless services providers and low-income housing developers serving at-risk populations including families, individuals, veterans, survivors of domestic violence, people with physical and mental health challenges and disabilities, and seniors. With an annual operating budget approaching \$150 million and 1400 employees working in nearly 60 programs, we have helped over 500,000 people facing homelessness and poverty to build better lives.

Our Real Estate Development team focuses on developing quality affordable and supportive housing projects as well as development of new purpose-built transitional housing shelters. To date, we have developed 28 affordable communities with 1,800+ units in seven states and the District of Columbia. Our current pipeline includes three to four financial closings in 2021, two to three in 2022, and a broad and diverse pipeline for subsequent years. We are growing at a consistent and sustainable pace, and we hope that you will consider joining our team in the fight against homelessness.

Position Overview

As Vice President, Real Estate Development, you'll report to the Chief Housing Officer and oversee day-to-day management of HELP USA's real estate development efforts. You'll be an active participant in strategic planning as well as implementation of our real estate development programs. You'll be responsible for identifying new housing development opportunities in collaboration with the Chief Housing Officer; management of new construction and rehabilitation projects from inception through close-out including: feasibility analysis, organization and management of the project team, pro-forma development, financing applications and negotiation of financing deals; and monitoring compliance with financing milestones post-project completion. You'll manage a staff of three project managers and collaborate closely with the VP of Property Management and VP of Permanent Housing Facilities and Construction.

Specific responsibilities will include:

- Collaborating to identify new development opportunities and working with local government officials and service providers to shape a residential project that will meet their needs.
- Conducting financial, constructability, and political feasibility analyses of potential projects.
- Organizing both internal and external project development teams and working with the architect, legal team, and others to design the project and secure funding.
- Creating and managing project pro-formas, schedules, and financing applications including 9% and 4% Low income Housing Tax Credits, state and local municipality zero or low income loans, tax exempt financing, and other public and private sources.
- Negotiating the terms and parameters of deals with Low Income Housing Tax Credit equity investors, lenders, and local municipalities.
- Producing a 'project summary' for each new project, providing information about funding sources, guarantees, restrictions, tenant selection criteria, etc.
- Working with HELP Property Management on rent-up and conversion of financing to permanent loan.
- Conducting ongoing evaluation of HELP's existing housing portfolio to identify opportunities for refinancing/re-syndication.



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- Participating in strategic planning to help shape HELP's future project development goals and strategies.
- Working in collaboration with the Chief Program Development Officer and the Chief Housing Officer on new transitional housing projects, provide technical assistance on financial projections, etc.
- Supervising real estate development staff and interns on a daily basis to ensure timelines are met and work schedules are in sync and reviewing project progress at weekly staff meetings.
- Representing HELP at housing policy/advocacy organizations and, in collaboration with Chief Housing Officer, attending relevant meetings and making presentations at housing conferences.

Requirements

- Master's degree in relevant field.
- Minimum of five years of experience in housing finance and development.
- Demonstrated success in the development of affordable and supportive housing.
- Ability to multi-task and advocate for the best interest of the project and the organization.
- Excellent quantitative skills, writing skills, and interpersonal communication skills required.
- Computer literacy, particularly with Microsoft Office applications.
- Willingness to travel to and complete projects in multiple states.
- Valid US driver's license.

EOE. A Drug Free Workplace.

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