



## Bloomington Housing Authority

1007 N Summit St  
Bloomington, IN 47404

(812) 339-3491  
fax: (812) 339-7177

### Job Description: Director of Real Estate Development

Department: Central Cost Center (COCC)  
Reports to: Executive Director  
FLSA Status: Exempt  
Salary Range: \$59,808.46 - \$82,788.9

### Position Overview:

The primary objective of this position is to create additional affordable housing and community development services and facilities within the communities that we serve. This is an exempt, top management position responsible for the overall leadership, management, and real estate development activities of the SHCDC and other nonprofit entities. This position will serve as senior staff and advisor, providing coordination, budget planning, and community outreach for all real estate development functions for the Agency under the direction of the Executive Director

### Essential Duties and Responsibilities:

- Predevelopment, acquisition, financing, re-financing, disposition, renovation, and new construction of affordable housing and community service facilities.
- Managing and reviewing the financial impact of development decisions.
- Overseeing the transition of new developments to property management.
- Programing and resourcing development for housing and community development projects.
- Managing relations with lenders and investors, and syndication of low-income housing tax credit projects and community development projects.
- Working collaboratively with city and county departments involved in affordable housing development and community development.
- Administer the Community Land Trust, including managing staff hired to carry out the business of the CLT.
- Administer and act as liaison to the Summit Hill CDC board of directors, including preparing board meeting agendas, reporting and strategic planning.

### Physical Demands of Position

Physical demands of this position may vary and are not held to the below analysis but are here for the employees general knowledge of the demands this position may require.

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|---|--|---|--|--|--|
| <input type="checkbox"/> Standing           | <input type="checkbox"/> Walking             | <input checked="" type="checkbox"/> Sitting   | <input checked="" type="checkbox"/> Stooping | <input checked="" type="checkbox"/> Kneeling | <input type="checkbox"/> Crouching           |
| <input checked="" type="checkbox"/> Lifting | <input checked="" type="checkbox"/> Carrying | <input type="checkbox"/> Pushing              | <input type="checkbox"/> Crawling            | <input checked="" type="checkbox"/> Reaching | <input checked="" type="checkbox"/> Handling |
| <input type="checkbox"/> Pulling            | <input type="checkbox"/> Climbing            | <input checked="" type="checkbox"/> Balancing | <input checked="" type="checkbox"/> Speaking | <input checked="" type="checkbox"/> Hearing  | <input checked="" type="checkbox"/> Seeing   |
| <input type="checkbox"/> Depth Perception   |  | <input type="checkbox"/> Color vision         |  |  |  |

## Qualifications:

### Required qualifications:

- ✓ Bachelor's degree in Planning, Economics, Finance, Public Administration, or a related Housing or Community Development field.
- ✓ At least five years of progressively responsible experience managing a program working with community development organizations in private and/or public sector housing development.

### Desired qualifications:

- ✓ Familiarity with stages of publically funded development (HUD, LIHTC,) Affordable Housing, or Community Development activities such as Land Trusts.
- ✓ Demonstrated experience with mixed-use development and the conversion of public housing units through the Rental Assistance Demonstration program.
- ✓ Knowledge of real estate, residential construction methods, and finance models.
- ✓ Knowledge of affordable housing and development tools, such as Low-Income Housing Tax Credits, New Market Tax Credits, Opportunity Zones, etc.,
- ✓ Knowledge of community organizations, institutions, groups, agencies, and business firms associated with the operation and development of affordable housing, complex construction budgets, and property operating budgets, land purchase contracts, project planning, and the site feasibility and predevelopment evaluation process.
- ✓ Knowledge in the research, preparation, and implementation of applications related to real estate development, specifically affordable housing.
- ✓ Skill in reading and interpreting complex federal, state, and local regulations.
- ✓ Demonstrated written and verbal communication skills including public presentation and speaking.
- ✓ Demonstrated negotiation skills.
- ✓ Skill in planning, delegating, and coordinating the work of others and in establishing standards of performance, policies, and procedures.
- ✓ Ability to work effectively with professional staff.

## Benefits:

- A generous PTO package,
- Health Insurance and HSA Contribution
- Dental Insurance
- Vision Insurance
- Life Insurance
- Training and Development Opportunities
- Pension Plan

*The Bloomington Housing Authority provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

*Updated 11/24*