

Trellis
Position Description

Job Title: Director of Real Estate Development
Reports To: Chief Operating Officer & Senior Vice President
FLSA Status: Exempt, salaried
Approved By: Patricia Garcia Duarte, CEO
Approved Date:
Revised Date: September 5, 2018
Grade: 12

SUMMARY

The Director of Real Estate Development is responsible for overseeing all aspects of real estate housing projects-affordable and market-rate including project management of real estate developments; ensuring that department goals are achieved; and lead efforts to deliver superior housing projects in accordance to Trellis's policies and guidelines.

Responsibilities include the planning, implementation, residential design, and development of housing projects including acquisition and new construction. The Director Real Estate Development requires strong skills in real estate matters, financial management, negotiations, securing financing for developments including subsidies, sales & marketing and contracting with subcontractors. The Director of Real Estate Development will be responsible for working collaboratively with external and internal partners.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Manage activities that lead to real estate development and implementation of single-family and/or multifamily.
- Design housing projects to meet requirements of multiple funding sources, as needed.
- Hire, supervise the real estate development team members: provide regular verbal feedback and, at least, a written annual employee performance.
- Develops and maintains administrative processes, policies and protocols to properly document activities overseen by the Real Estate Department.; including the management of current and archival records.
- Assess neighborhood housing markets and project feasibility.
- Analyze the costs, marketability, subsidy needs, environmental issues, etc. to determine feasibility of a project.
- Oversee development projects to ensure compliance with Trellis's contract requirements and/or funder requirements; on timely completion and within project budget



Learning. Lending. Building.

- Establish and maintain partnerships with architects, builders, developers, university program directors and city department officials/staff in order to identify development opportunities and increase production
- Represents organization's broader mission and programs through network and community outreach opportunities.
- Garners community-based support for potential housing projects.
- Works with the Homeownership Department to ensure referral of potential homebuying clients.
- Works with Lending Department to cross qualify potential buyers of homes.
- Staff the Real Estate Development Advisory.
- Provide leadership in the area of environmental sustainability and develop and advance Green Building strategies
- Assist and/or respond to solicitations (i.e. Request for Proposals)
- Oversee the property management for the Trellis office buildings and site.
- Position often requires additional hours beyond the regular 40-hours a week to meet project deadlines.
- Provides status reports on department goals including all projects/ properties to management staff, funders and Board of Directors.
- Position often requires additional hours beyond a regular 40-hours work week to meet project deadlines
- Other duties as required

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

B.A./B.S. degree in Urban Planning, Public Administration, Business, Real Estate or related field desired plus 5-7 years or more of real estate development experience including new construction and/or acquisition/rehab experience at a management level. Advanced degree (Master of Architecture, Real Estate Development or Planning) preferred. Equivalent combination of relevant education and experience may be substituted as appropriate. Experience with, Job Specification/ Cost Estimating beneficial and Project Management Software required. Knowledge of local and national building codes and local planning processes.

Demonstrated project management skills, including the ability to manage and prioritize multiple tasks and allocate staffing resources efficiently. Accomplishments that reflect the ability to take a proactive approach, exercise professional judgment and make sound decisions.

Preference for an individual who could become the Designated Broker for Trellis Realty LLC.

LANGUAGE SKILLS

Strong spoken and written communication skills. Ability to influence decision-makers through articulate communication. Ability to write routine reports and correspondence. Ability to effectively present information and respond to questions from board members, managers, clients, and the general public.

CUSTOMER SERVICE SKILLS

Ability to respond to the needs of clients and community partners. Ability to model collaboration across departmental lines.

LEADERSHIP SKILLS

Ability to represent Trellis in a professional and credible manner at community events, meetings, classes and public speaking opportunities. Ability to build consensus among staff, volunteers and community partners. Displays a positive, optimistic, goal-oriented approach. Sets high standards and holds staff accountable to performance goals. Initiative to drive and cultivate purposeful change with an emphasis on public service.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to think strategically in allocating resources and directing staff.

COMPUTER SKILLS

Proficient in DBase management, MS Word, Excel, PowerPoint and Project. Proficient in use of internal e-mail system.

CERTIFICATES, LICENSES, REGISTRATIONS

Real Estate license is preferred.

Employee must present proof of automobile insurance coverage. Minimum liability limits shall be \$100,000 bodily injury and \$25,000 property damage coverage or such limits as deemed appropriate by the Chief Executive Officer.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to talk and hear. The employee is regularly required to drive. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee occasionally required to lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYMENT & HIRING

We comply with Equal Employment Opportunity and Affirmative Action laws and regulations.

THIS JOB DESCRIPTION REPLACES ALL PREVIOUS JOB DESCRIPTIONS FOR THIS POSITION.

Acknowledgement of receipt of job description

Name: _____ Date: _____