

Position Description

Position Title	Sr Director of Development Services	Created By	Executive Office
Reports To	Chief Real Estate & Development Officer	Date Created	03/20/2025
Direct Reports	Multiple	Approved By	Human Resources
FLSA Status	Exempt	Classification	Director

Summary

The Sr Director of Development Services, under the direction of the Chief RE and Development Officer, is responsible for the management, coordination and oversight of organization-wide development and special development projects. This includes all aspects from site selection and acquisition, feasibility analysis to design, construction, financing, marketing, and resident leasing, ensuring projects are completed on time, within budget, and aligned with the organization's strategic goals. This position requires a high level of analytical ability in order to gather and interpret complex data and to find solutions to unusual and difficult challenges in the housing development arena. Incumbents have substantial latitude for independent action in setting objectives and deciding how to proceed.

Essential Duties + Responsibilities

The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned as needed. These essential functions require a consistent presence in the work environment on a regular basis, and regular attendance must be maintained.

- Responsible for leading the development team in implementing short- and long-term strategies, goals, objectives, policies, and priorities for development, acquisition, disposition, and redevelopment of projects.
- Carries out complex professional project development and management involving complex planning and real estate financing on new development, redevelopment, and acquisition projects. This includes managing contracts, grants, and special funds and developing the work programs, budgets, and project oversight mechanisms to ensure that short and long-term goals are met.
- Evaluates and makes recommendations for potential development, redevelopment, and acquisition projects within the context of Opportunity Home's Mission and Goals. This includes preparing recommendations for project partnerships, financial implications and options, market feasibility, amenities, and other factors necessary to make informed project decisions.
- Works collaboratively with local, state, and federal government agencies and nonprofit and private sector developers on affordable housing issues, including project funding, down payment assistance, rehabilitation loan programs, and special needs housing programs.

- Analyzes state and federally assisted housing and related policies. Makes recommendations regarding the impact of these policies on Opportunity Home development initiatives. Develops project plans and coordinates the implementation of these plans with other departments.
- Provides advanced technical assistance to staff, other governmental agencies, and the public regarding plans, policies, affordable housing regulations, and proposed development activities.
- Reviews and makes recommendations on partnership agreements, financial applications and provides organizational development assistance to nonprofits, trade and marketing organizations and businesses.
- Creates, manages, and ensures compliance with HUD grants for development and department budgets, including requesting budget revisions from HUD.
- Represents the organization throughout the development process including planning meetings, zoning, City Council, other city and county meetings, and neighborhood and community meetings.
- Schedules, conducts meetings, and delivers presentations to advisory boards, elected officials, and the general public to discuss and make recommendations for the creation or modification of residential development with ancillary economic development plans and ordinances; acts as a liaison to advisory committees and represents the CREO at times.
- Directs and manages the day-to-day operations of the department staff.
- Reviews and approves all real estate documents, draws, contracts, purchase orders, payments, supplies, etc.
- Complete all duties as assigned or requested as outlined in operational and procedural guidelines. These guidelines are maintained and issued in the event of an emergency situation that arises at a property or any other location that serves our residents or employees.
- Participate in Trauma Informed Care (TIC) initiatives to include training, workgroups, project assignments, etc., that are launched or implemented in order to achieve and/or maintain certification as a TIC organization.
- Employees are expected to use Generative AI solutions ethically and responsibly.
- Other duties as assigned.

All supervisors:

- Lead, motivate, engage, and retain employees by:
 - Setting goals for performance and deadlines that comply and conform with the company's plans and vision.
 - Organizing workflow and ensuring employees understand and are trained on their duties or delegated tasks.
 - Monitoring employee productivity and providing constructive feedback and coaching
 - Ensuring alignment across various procedures.

Behavioral Competencies

This position requires the incumbent to exhibit the following behavioral skills

- a. **Values Driven** | Demonstrates an understanding of the values (Compassion, Equity and Excellence) and embodies the values in their work and interactions with residents, vendors, co-workers, supervisors, board members, community members, and other stakeholders.
- b. **Leadership** | Provides direction to people and/or projects by clearly and effectively setting course of action for the assigned department staff and tasks; manages the planning, execution, and achievement of assigned department goals.



- c. **Customer Service** | Responds with Compassion in a professional manner to the expectations and needs of internal and external customers; is friendly and helpful to all customers, fostering positive relationships while providing Excellent service.
- d. **Effective Use of Information** | Communicates important information to those who need to know clearly, securely, effectively, orally and/or in writing; proactively exchanges accurate and timely information.
- e. **Commitment and Continuous Improvement** | Sets the standard for Excellence by proactively pursuing innovation through systematic experimentation and learning. Corrects mistakes by assessing appropriate processes, proposing adjustments, and prioritizing long-term solutions.
- f. **Teamwork** | Balances team and individual responsibilities; exhibits Compassion, objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; supports everyone's efforts of Excellence; attends, supports, and participates in the organization's team building events.
- g. **Responsiveness and Accountability** | Demonstrates a high level of Excellence and holds oneself personally responsible for one's own work; complies with procedures and directives and understands the importance of maintaining and managing confidential information; recognizes and anticipates issues and provides a responsive resolution in a timely manner.

Education

Required

- Bachelor's Degree in Architecture, Construction Management, Civil Engineering, Business Administration, Accounting, Finance, Law, Real Estate, or a related field.

Experience

Required

- Twelve (12) years of experience in multifamily construction, which includes project planning, design, renovation, and development
- Five (5) years of management experience
- Must have the ability to learn and use cloud applications such as the Google GSuite applications, including but not limited to Google Chrome Browser, Gmail, Drive, Calendar, Docs, Sheets, and Slides. Understand document sharing and collaboration in the cloud. Experience and proficiency with Microsoft Office 365, cloud-accessible applications including but not limited to One Drive, Outlook, Word, Excel, and PowerPoint, or MAC or PC desktop equivalent, is acceptable.
- Successful completion of a criminal history background check, education, and work history verification, and drug screening test.

Preferred Education and Experience

- Ability to learn cloud technologies such as LucidChart for diagram, workflow and chart drawing. Experience with Vizio or equivalent is acceptable. Basic understanding of Virtual Private Network (VPN) access to connect to internal business systems.

License + Certificates

Required

- Must complete training within 18 months:



- NDC Affordable Housing Finance Professional
- Senior Public Housing Manager Certification
- Fair Housing
- Must complete training within 24 months:
 - Green and Sustainability Initiatives
- Texas Class “C” driver’s license at the time of placement and insurable by the organization’s fleet and liability insurance carrier.

Technical Skills

To perform this job successfully, the employee should have

- Ability to manage all aspects of pre-development, development, construction/rehabilitation, and stabilization phases of mixed-income and affordable housing multifamily and single-family developments, including financing, site control, title evidence, design development, construction draw review and approval, federal and governmental approvals, including funding and regulatory approvals, ownership structure, federal environmental clearance and remediation, budget, schedule, legal and regulatory compliance, materials and servicing contracting, risk management, marketing/lease-up, public relations and asset management.
- Ability to prepare applications for debt, equity, and government program funding; coordinate value engineering and environmental remediation; secure zoning changes, building permits, and “gap” financing; and negotiate business terms with sellers and funding providers, securing their incorporation into binding agreements, including limited partnership agreements and interim/permanent debt and bond documentation.
- Ability to successfully work with state and local governments, nonprofit housing providers, real estate brokers, architects, engineers, surveyors, attorneys, accountants, title companies, general contractors, property managers, lenders, and equity providers.
- Extensive knowledge of and experience with affordable housing programs, including Supportive Housing programs, inclusionary zoning, special needs housing, Section 8 Rental Housing, Low Income Housing Tax Credits, and Employer Assisted Housing Programs. Determining the feasibility of prospective multi-family developments utilizing varying methods of financing, including 9% and 4% LIHTC, HOME, CDBG, FHLB/AHP, HUD-insured mortgages (221d4), conventional construction and permanent financing, and tax-exempt essential function and 501(c)(3) bonds.
- Ability to identify unique solutions to address and satisfy competing requirements of multiple federal and governmental funding sources and program compliance.
- Maintains working knowledge of affordable and public housing finance programs and regulatory requirements,
- Knowledge of project feasibility by reviewing and understanding operating proformas, sources and uses budgets, and total development costs for potential transactions.
- Plan and organize development and acquisition projects to ensure completion within funding time frames.
- Knowledge of applicable federal, state, and local laws, codes, and regulations.
- Excellent leadership qualities and solid organizational and problem-solving skills.
- Excellent communication skills, written and verbal.



Physical Demands

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

To perform this job successfully, the employee is frequently required to remain in a stationary position. Daily movements include sitting, standing, operating computers and other office equipment, walking and moving about the office and/or community property, and attending onsite and offsite meetings. The employee must be able to complete data entry, utilize various portals, and communicate via email and verbally via telephone. Will need the ability to walk large properties and climb stairs. The employee must occasionally transport up to 25 pounds.

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 essential functions.

Office Environment

- The noise level in the work environment is usually moderate.
- High level of interaction with external/internal clients.
- May be transferred or be required to work at different properties or sites for interim periods in order to support business needs.

Outside Environment

- Subject to environmental elements when conducting visits to various sites or participating in outside events.

ADA Statement

In compliance with the Americans with Disabilities Act, the organization will make reasonable accommodations to the known disability of a qualified applicant or employee to enable people with disabilities to enjoy equal employment opportunities if it would not impose an “undue hardship” on the operation of the employer’s business.

Ethics

As a public agency, the organization is committed to maintaining the highest of ethical standards. Applicants selected for employment are expected to perform work responsibilities with the highest degree of integrity, professionalism, and honesty to merit the respect of our co-workers, clients, partners, vendors, and the general public. Applicants selected for employment are also expected to serve the public with dedication, concern, courtesy, and responsiveness.

Equal Employment Opportunity Statement

Opportunity Home is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, religion, gender (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability, or genetic information, marital status, veteran status, arrest record or any other characteristic protected by applicable federal, state or local laws. Opportunity Home is



dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, and general treatment during employment.

Disclaimer

The above information in this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. This position specification is not an employment agreement or contract. Management has the exclusive right to alter this position specification at any time without notice.

Read and Acknowledged

Printed Employee Name _____ **Date** _____

Employee Signature _____

