



POSITION AVAILABLE

April 2024

Housing Development Manager

Organization Overview

Since 1977, NNDC has a proud history as a Community Development Corporation (CDC) serving the small but mighty near northside of Indianapolis. We are governed by a board of directors that is comprised of neighborhood residents, business owners, community stakeholders and anchor institutions like Indiana University Health, The Children's Museum, Ivy Tech Community College, Barth Electric, and WFYI. NNDC's mission is to drive community and economic vitality through public and private partnerships and direct communication with our neighborhood residents. This mission is delivered through the lens of human-focused, socially responsible, community development.

NNDC's long-proven track record includes fostering grassroots community impact through commercial development, monitoring zoning ordinances, beautification projects, and perhaps being best-known for affordable housing development serving low-moderate income individuals and families. Over the last 10-years, we have delivered over 200 affordable single-family homes and multi-family units in neighborhoods like Meridian Highland, Highland Vicinity, and Crown Hill. It is an exciting time for NNDC as the core CDC and affordable housing developer in the emerging Indy Health District with major projects and responsibilities including the M22 (127-rental units), the Excelsior Townhomes (28-For Sale Townhomes), and as the convening advisory committee member for the newly established North Meridian TIF.

Job Description

Full-time professional position with a high-performing, community-based non-profit, responsible for planning and leading implementation of a broad array of residential and mixed-use (re)development projects in the urban core of Indianapolis. This position will serve a critical role in managing a number of catalytic housing projects in the emerging Indy Health District.

Based on selected applicant's experience and anticipated level of responsibility within the organization, the position may be reclassified as Senior Housing Development Manager with commensurate salary level adjustment. Benefits package includes health reimbursement account, life insurance, pension, paid vacation, personal, and sick days, as well as counted eligibility towards Public Service Student Loan Forgiveness.

Core Activities

- Identification and assessment of (re)development opportunities, including single & multi-family residential development, commercial, industrial, public use, et.al. opportunities;
- Market research and analysis with ability to communicate project needs to Market research firm.
- Conducting project due diligence, feasibility analysis, structuring, and pre-development activities;
- Planning, scheduling, coordination, and implementation of project tasks;
- Creating, monitoring, and reporting on development proformas and project budgets;
- Ensuring grant-related and other regulatory project compliance;
- Oversight and coordination of contracted design, construction management and other professional development-related services;



- Research, preparation and submission of applications for project funding and financing;
- Tracking and coordination of property acquisitions and dispositions; and
- Assisting in management of portfolio of real estate held, for sale, leased, and under redevelopment; Contracting for maintenance / lawn services as necessary;
- Tracking and coordinating property acquisitions and dispositions;
- Creating, documenting, and revising relevant processes and procedures;
- Accessing and coordinating partners' services and resources in support of NNDC projects including other CDCs, non-profits, and CDFIs;
- Working with contracted professionals on the development of construction specifications;
- Understanding local building codes, HUD restrictions and requirements for subsidized building projects.
- Solicitation of bids and coordination/supervision of construction work;
- Coordination of property sales and acquisitions, including title work, surveys, closings, etc;
- Coordination of new acquisitions and strategies, including investigation, tracking and negotiations with private individuals or government agencies for the acquisition of new properties;

Desired Qualifications

- Bachelor's degree and 3-5 years (5-7 years for *Senior Development Directo* classification) of increasingly responsible experience in the affordable housing development industry.
- Core knowledge in the areas of housing, real estate development, finance, and urban planning;
- Additional knowledge and experience in the area(s) of community outreach, marketing & communications, business/economic development, GIS would be beneficial;
- Proficiency with Microsoft Office & Adobe Creative Suite
- Demonstrated initiative, professionalism, and problem-solving ability, with high-level organizational and analytical skills.
- Excellent oral and written communication skills, ability to work with diverse partners & stakeholders, and in a cross-functional team environment.
- Ability to negotiate utility availability and placement as needed in various projects.
- Additional desirable qualities:
 - Familiarity with DMD Community Investment, DBNS, and IHCD staff.
 - Previous City of Indianapolis claims experience
 - Work with Housing Developer Pro or equivalent spec-writing software
 - Familiarity with City of Indianapolis zoning and building codes

To Apply – Submit resume, cover letter, professional references, and salary requirement to:

Info@nearnorthdevelopment.org