



Charlotte Housing Authority

Senior Development Officer



Gans, Gans & Associates

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Overview:

The Charlotte Housing Authority (CHA) is a non-profit real estate holding company with a public purpose to provide decent, safe and affordable housing to low and moderate-income families while supporting their efforts to achieve self-sufficiency. CHA focuses on its core mission of housing, while partnering with quality external vendors and agencies to provide supportive services for its residents, and serving as a collaborative leader helping to frame solutions to affordable housing issues.

The Charlotte Housing Authority consists of multiple public and affordable housing developments that represent 3,700 total units. CHA is one of only 30 housing authorities across the country participating in the United States Department of Housing and Urban Development (HUD) "Moving to Work" (MTW) demonstration program, which allows CHA to test innovative methods to improve housing services in order to better meet local needs. CHA has the flexibility to propose and implement housing and self-sufficiency strategies that may be exempted from existing public housing and tenant-based Section 8 regulations. CHA has branded the local effort as Moving Forward, which reflects a combination of shared intent, forward movement, and the image of affordable housing as a safety net and platform for rebuilding lives.

CHA's ultimate goal is to be a financially viable real estate company offering affordable housing that is competitive with or exceeds housing offered by other affordable housing providers. The organization is best described as a developer partner, asset manager, contract negotiator and contract monitor with a social purpose.

For more information, visit <http://www.cha-nc.org/>

Position Summary

Operating under a real estate project manager model, the Senior Development Officer is responsible for directing the planning, organization, implementation and monitoring of real estate development projects from conception through completion that are financially viable and generate revenue for the organization. The duties listed below illustrate the various types of work that may be performed. The Senior Development Officer reports to the Senior Vice President of Development.

Essential Duties and Responsibilities

Responsibilities include, but are not limited to, the following:

- Directs, plans and manages complex real estate transactions from inception through lease-up with multi-million dollar budgets for acquisition, rehabilitation and construction of assets.
- Creates and implements initiatives to increase leveraging/efficiency of resources to create an ongoing pipeline of development projects.
- Determines project feasibility; performs and or oversees underwriting and analytical analysis of new/existing properties by creating financial models to ensure favorable terms and return on investment; researching data related to underwriting complex real estate and financing scenarios; securing capital needed to implement development plans, evaluate, structure, coordinate, negotiate and close financing for mixed-income housing, mixed-use and commercial transactions as a direct developer and in partnership with private sector developers.
- Evaluates and negotiates multi-million dollar loans and acquisition transactions.
- Advises senior management on issues related to technical aspects of financial tools; reviews legal documents to ensure that the Agency's interest is secured within the transaction.
- Manages time pressures, shift task and priorities to meet schedules and timelines.
- Leads master planning efforts for community revitalization efforts; direct planning process of redevelopments.
- Coordinates and manages third party partners/consultants (developers, architects, land planners, engineers, appraisers, attorneys, inspectors, etc.), construction draws, management and oversight of the construction process.
- Coordinates lease-up/occupancy of completed projects in compliance with related lender requirements (public and private funding sources) as well as external and internal partners.
- Establishes and maintains public/private partnerships with federal, state and local government, and non-profit and for-profit corporations.
- Manages the bond issuance process (public hearings, resolutions and certifications).
- Ensures compliance with government requirements as applicable.
- Procures third party contracts required to implement projects.
- Prepares and manages project budgets and schedules throughout development process.

- Researches concepts, examines best practices, develops policies and development initiatives to modify/create programs and policies in response to senior management and requests made by the Agency Board of Commissioners.
- Develops presentations and gives project updates/reports/request for funding approval to all appropriate public entities and other internal and external partners.
- Serves as point of contact for internal and external stakeholders on project activities.
- Manages RFP and RFQ process for third party contracts with designers, developers, appraisers, surveyors, etc.
- Attends project meetings through planning and development process.
- Attends community meetings held by public entities, neighborhood groups, and/or non-profits to further development goals of the organization.
- Coordinates direction and reporting of development grants as necessary, for approval to modify revitalization/transformation plans.
- Prepares funding applications (HUD Grants, Low Income House Tax Credit, Historic Tax Credit, Housing Trust Fund, Federal Home Loan Bank Affordable Housing Program).
- Prepares and submits HUD proposals (disposition and demolition of assets requests as needed).
- Prepares board agenda items and resolutions.
- Monitors project compliance; provides and enters data into HUD quarterly reporting systems as needed, reviews monthly reports, draw requests and processes invoices.
- Performs other duties as assigned.

Education and Experience

A Bachelor's degree and five (5) years' experience in the following: residential real estate development and commercial/mixed used finance along with an extensive network of contacts in the local, state and national affordable housing and commercial development industry and experience in project management and/or planning and development, functioning as a lead worker or an equivalent combination of education and experience sufficient to fulfill essential position functions.

Knowledge and Skills

Must have knowledge of housing finance and commercial development requirements and trends, including real estate financing and industry-wide underwriting principles.

- Must be able to interpret HUD guidelines and Code of Federal regulations.
- Must be creative and capable of making and managing time wisely with multiple priorities.
- Must be able to understand the processes involved in all aspects of completing a deal transaction, fiscal responsibility assuring that the appropriate linkages exist between agency-wide budgets, funding limitations and services.
- Must be able to understand the real estate development process.
- Knowledge of rental housing design, construction and financing.
- Ability to develop feasible public-private affordable housing developments with creativity.
- Ability to read and interpret architectural drawings such as building and site plans, and construction drawings.
- Ability to work effectively with people of diverse racial, cultural, social, educational and economic backgrounds.
- Ability to manage a project, review legal/evidentiary documents and determine project feasibilities.
- Ability to perform financial analysis, develop and/or monitor proformas/budgets, analyze assets and structure financial transactions.
- High level of oral and written communication, leadership, management, and supervisory skills.
- Ability to speak well/professionally and to make presentations to groups.
- Computer skills (Excel, Word, PowerPoint).
- Ability to write professional and technical reports, grant applications, editorials, journals, speeches, manuals or critiques.
- Ability to establish and maintain effective, professional and tactful working relationships with co-workers and persons outside the Agency.

Supervision Controls

The employee receives directions from the Senior Vice President of Development (SVP). Courses of action, deadlines and priorities are established by policy, procedure, rule, regulation or the SVP, depending upon the assignment. Normal duty assignments are performed by the employee based on his/her own judgment. The employee has no supervisory duties.

Guidelines

Guidelines include established federal regulations, policies and procedures, traditional practices, handbooks, design and construction standards, principles of finance and affordable housing development, and the Internet. If guidelines do not cover a situation, the employee consults the supervisor. Sound judgment, consistency and accuracy are needed to successfully perform duties.

Complexity

The Senior Development Officer performs a wide variety of tasks in the overall performance of essential job functions. The employee must successfully work with architects, engineers, and contractors to meet deadlines during design and implementation stages, while staying within budget and ensuring design and technical specifications are met, quality product results, and compliance with applicable codes/regulations.

The employee must coordinate costs, timing, funding availability, contracting requirements, and working relationships throughout the overall Capital Improvement process. Thorough knowledge of all aspects of construction, modernization, and rehabilitation issues is required to successfully achieve Housing Authority objectives.

Scope and Effect

The employee's work primarily impacts (1) implementation of CFP and new development goals and those who assist in these areas such as architects and contractors, and (2) the Authority's residents and non-residents. Successful accomplishment of duties will result in timely completion of projects and provide better and more housing for low-income families in the community.

Contact

If you are interested in this exceptional opportunity, please submit a detailed resume immediately to:

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Should you have any questions in consideration of your own interest, or a referral of a colleague, please contact us at the number above.



The Charlotte region is composed of 16 counties, including four counties in South Carolina, with the city of Charlotte serving as the hub. Located in the heart of the Southeast, Charlotte lies within the southern Piedmont of North Carolina along the state's border with South Carolina. Charlotte is the largest and most accessible city between Washington, D.C. and Dallas, TX. Owing to its mid-Atlantic location, getting to Charlotte is easy from anywhere in the country or world, garnering its nickname the "International Gateway to the South."

Voted as one of the "10 Best Places to Live" by Money Magazine, Charlotte is an affordable location with the features of exciting city life and quiet, country living. Charlotte residents enjoy an array of professional sports, perhaps most famously NASCAR and the Carolina Panthers. The city also has high quality arts and cultural institutions. With the Appalachian Mountains to the west and beaches to the east, Charlotte is a short drive from thrilling outdoor adventures. Most importantly, residents of Charlotte are welcoming and helpful – southern charm at its best!

School system

The city's public school system, Charlotte-Mecklenburg Schools, is the second largest in North Carolina and 20th largest in the nation. In 2009 it won the NAEP Awards, the Nation's Report Card for urban school systems with top honors among 18 city systems for 4th grade math, 2nd place among 8th graders. About 132,000 students are taught in 161 separate elementary, middle and high schools.

Colleges and universities

Charlotte is home to many notable universities and colleges such as Central Piedmont Community College, Charlotte School of Law, Johnson C. Smith University, Johnson & Wales University, Queens University of Charlotte, and the University of North Carolina at Charlotte.

UNC Charlotte is the city's largest university. Located in University City, the northeastern portion of Charlotte, which is also home to University Research Park, a 3,200 acres research and corporate park. With over 25,000 students, UNC Charlotte is the fastest-growing university in the state system and the fourth largest.

Central Piedmont Community College is the largest community college in the Carolinas, with over 70,000 students each year and 6 campuses throughout the Charlotte-Mecklenburg region. CPCC is part of the statewide North Carolina Community College System.

Arts

Helping to promote arts, the Arts and Science Council of Charlotte-Mecklenburg supports 27 cultural organizations, neighborhood festivals, arts education programs and much more that result in over 65,000 performances and events annually.

Charlotte is home to some of the nation's foremost museums and galleries. The Mint Museums and Bechtler Museum of Modern Art guide visitors through ever-changing exhibits featuring some of the world's finest collections. The Levine Museum of the New South exhibits some of the most fascinating collections of post-Civil War Southern history including its award-winning centerpiece exhibit, Cotton Fields to Skyscrapers. And Discovery Place, the South's premiere hands-on science and technology center located in Center City, features more than 300 exhibits including a live rain forest.

Charlotte theatre offers award-winning Broadway shows and productions making their way into the spotlight. Enjoy an opera or ballet at NC Blumenthal Performing Arts Center's Belk Theatre or Knight Theater.

Sports

Charlotte is currently home to two major professional sports franchises: the Carolina Panthers of the National Football league, and the Charlotte Bobcats of the National Basketball Association. The Panthers have been in Charlotte since their creation in 1995, and the Bobcats have been in Charlotte since their creation in 2004. The Panthers play their home games in Bank of America Stadium, while the Bobcats play in the Time Warner Cable Arena; both venues are in Uptown Charlotte.