



Vice President of Real Estate Development and Capital Markets JOB DESCRIPTION

Organization Description

Greenville Housing Fund (GHF) is a non-profit organization, founded in 2018, with the mission to increase the availability of high-quality, affordable rental and homeownership opportunities across Greenville County. We engage and encourage the broader community to advocate for more affordable places to live, invest in affordable housing development through funding programs and financing; and acquire land for future development. More information about GHF can be found at www.greenvillehousingfund.com.

Position Overview

The Vice President of Real Estate Development and Capital Markets will direct GHF's real estate development projects, acquisitions, land bank, asset management, structured financing, and private placement equity funds, and coordinate all GHF real estate initiatives. This full-time position will report to the CEO and work closely with existing staff, Board members, city and county staff and representatives, for-profit and non-profit partners, contractors and vendors, community leaders and resident groups, and other neighborhood stakeholders.

Primary Responsibilities

Development/Acquisition Management

- Develops and executes GHF Real Estate strategy with GHF CEO and Investment Committee Members.
- Maintains status of Development/Acquisition Pipe Line Tracking Document.
- Ensures all projects meet GHF Real Estate and Acquisition Guidelines.
- Identifies location and initiates evaluation of potential project sites, properties, and development partners.
- Conducts feasibility analyses, including consideration of critical community support.
- Negotiates and finalizes real estate acquisition agreements.
- Coordinates environmental and other entitlement reviews and local agency approvals, working with public agency staff to ensure timely review and approval.
- Coordinates all closing activities with lenders, attorneys, and third-party vendors.
- Identifies development team members and negotiates contracts with contractors, engineers, and architects.
- Manages selected multi-disciplined design and construction teams to deliver affordable housing projects to market.
- Prepares and monitors project budgets, cash-flow projections, and project schedules.
- Reviews construction draws with architect to ensure the accuracy of billings.
- Makes public presentations on behalf of GHF at external project, policy, and community meetings.
- Underwrites and conducts due diligence on GHF development partners.
- Works with GHF partners and community groups to facilitate smooth transition to occupancy.
- Prepares written materials, including reports and investment/loan committee memorandums.

Capital Markets

- Identifies sources of debt and equity capital for construction, acquisition, and permanent financing of projects from a multitude of public and private sources.
- Negotiates terms and legal documentation with all lenders and investors.
- Coordinates and manages all closing processes and documentation with legal teams, lenders, and sellers to close deals successfully.
- Manages the creation, solicitation, and ongoing investor relations for private placement memorandums.
- Ensures projects remain in compliance with lender/investor requirements.
- Underwrites GHF loans to third parties utilizing GHF loan policy guidelines.

Asset Management/Loan Servicing

- Reviews monthly reports from property managers.
- Reconciles monthly reports to annual budgets.
- Reviews monthly reports with property managers and co-ownership groups.
- Analyzes unit turnover information; monitors and tracks property performance.
- Creates annual asset management report with property performance metrics.
- Approves capital expenditures to ensure the property is maintained correctly.
- Ensures property insurance is appropriate and current on an annual basis.
- Visits sites to ensure properties are well-maintained and meet lender guidelines.
- Suggests quarterly/semi-annual cash-flow distributions.
- Process borrower payment applications.
- Tracks borrower loan performance.

Qualifications

Education and Experience

- Bachelor's degree required, master's degree preferred, ideally in Urban Planning, Real Estate Development, Architecture, or a related field.
- At least three to five years of substantial experience working in real estate development, neighborhood revitalization, city planning, or related field.
- Demonstrated competency and success in carrying out the responsibilities listed above, including managing housing and/or commercial development projects from concept to completion, including tenant lease-up and management, with a preference for background in affordable housing development.
- Demonstrated proficiency and success working through local and state municipal processes, and collaborating or liaising with community stakeholders.

Skills, Competencies, and Attributes

- Working knowledge of and experience with local, state, and federal housing financings programs, such as HOME/CDBG, LIHTC, various tax credit programs (historic, SC textile mill renovation, New Markets or Opportunity Zone), and tax-exempt bonds.
- Working knowledge of local and state entitlement and public approvals processes.
- Ability to conduct affordable housing development-related financial analysis and budget preparation.
- Knowledge of and sensitivity to the concerns and needs of low-wealth households and communities, and an unwavering commitment to GHF's mission, vision, and values.
- Experience working with diverse groups of stakeholders, and demonstrated negotiation and conflict-resolution skills.
- Well-versed in working in a team or collaborative environment.
- Excellent organizational and time-management skills.

- Proven ability to work independently, including the ability to anticipate project needs, discern work priorities in an ever-evolving, fast-paced environment, work with multiple priorities under time pressure, and meet deadlines with minimal supervision.
- Flexible and creative thinker, capable of collecting and synthesizing complex new information, thinking analytically, and problem-solving.
- Excellent interpersonal and verbal communication skills, with the ability to interface professionally and sensitively with vendors and contractors, GHF staff and Board, community partners, applicants for funding, and the public, in person and by phone.
- Outstanding and effective written communication skills, including careful attention to proofreading.
- High expectations for quality and attention to detail in all work outputs, whether oral or written.
- Excellent judgment, highest standards of ethics and integrity, and proven ability to maintain high discretion in handling confidential information.
- Proficiency with Microsoft Excel, Word, meeting scheduling, and other common Windows-based office software programs; comfort generating PowerPoint slide presentations and manipulating spreadsheets.
- Language skills must include the ability to read, analyze, and interpret public policy journals, financial reports, and legal documents, including those containing technical jargon and/or terminology relevant to the field of affordable housing policy and development.
- Mathematical skills, in addition to those pertaining to pro-forma and budget preparation, must include an understanding of concepts such as probability and statistical inference, and successful applicants must be able to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Other Abilities and Requirements

- Ability and willingness to flex hours to meet the job's demands over the course of the year.
- Ability and willingness to undertake frequent local and regional travel to carry out duties and responsibilities, or to attend relevant meetings, conferences or events. Occasional statewide or national travel may also be required.
- Must have reliable automobile transportation, a valid South Carolina Driver's License, and appropriate vehicle insurance.

Compensation

Competitive salary range and bonus structure; offer commensurate with experience and qualifications. Excellent benefits include health, dental, and 401(k) retirement plan.

Interested candidates should send a resume, references, salary history, and thoughtful cover letter describing your specific qualifications and interest in the position, with **Vice President – RE and CM** in the subject line, to Careers@greenvillehousingfund.com.

Applications will be reviewed as they are received. **Submissions without cover letters will not be considered.** Applicants who best match the position will be contacted. For information about the Greenville Housing Fund, please visit www.greenvillehousingfund.com.

The Greenville Housing Fund is an Equal Opportunity Employer, committed to maintaining a diverse and inclusive workplace.