

**POSITION DESCRIPTION**  
**NEIGHBORWORKS GREAT FALLS**  
**DIRECTOR OF REAL ESTATE DEVELOPMENT**

NeighborWorks Great Falls is seeking a Director of Real Estate Development. The new Director will oversee all real estate development projects in various stages of planning and development. The Director will be a team player with demonstrated ability to deliver high quality, affordable housing projects on time, within budget and with positive community impact.

They will possess many of the following skills and qualifications:

- Seeking new real estate opportunities and conducting early stage feasibility analysis
- Assembling financing and submitting applications for grants, equity and loan programs
- Managing permitting, planning and the community process with community partners and organizing staff
- Soliciting, negotiating and overseeing third party consultant services and project teams
- Managing the closings for purchase, loan and equity investments
- Overseeing project budgets and schedules
- Ensuring compliance with funding requirements and city, state and federal regulations
- Maintaining investor and lender relationships
- Representing NWGF before relevant boards, committees and neighborhood groups, and
- Assuming other related duties as assigned.
- Oversee preparation and management of operating budgets.
- Secure funding commitments from Low Income Tax Credits, HOME and other funding sources.

**Skills Required**

- A minimum of 5 years of experience in real estate development or finance, community-based development, or related work
- Bachelor's degree in business, finance, real estate, community development or a related field
- Demonstrated knowledge and experience in real estate development, management, and partnership development, including overall deal structuring.

NeighborWorks Great Falls is a non-profit housing organization that for the past 38 years has transformed blighted neighborhoods into vibrant communities. We help families and individuals become successful community members whether that be through homeownership, quality rentals or resident leadership.

Please submit a resume and cover letter detailing your interest and qualifications for this position and your salary requirements to: [info@nwgf.org](mailto:info@nwgf.org). Salary will be commensurate with experience. We will begin reviewing applications beginning on July 16<sup>th</sup> and the position will remain open until filled.