



HABcore Inc.
PO Box 2361
Red Bank, NJ 07701

Job Description
Director of Property Development and Management

Position Summary:

The Director of Property Development and Management manages affordable housing projects in various stages of development.

The Director of Property Development and Management also analyzes potential projects and completes applications for funding, and takes on other projects as needed

The Director of Property Development and Management is responsible for supporting the financing of projects through the lifecycle of project development for current and future properties that are funded through a variety of private, federal, state, and county grants as well as project-generated revenue.

The Director of Property Development and Management will bring experience in affordable housing advocacy and development and community engagement, leadership skills and demonstrated experience in operational and program management.

This full time, exempt position reporting to the Executive Director is onsite at our headquarters offices, offering flexible scheduling and potential for limited hybrid remote work, based on management discretion.

Qualifications:

Minimum 5 years' experience in managing projects and preparing proformas and monitoring reports.

Bachelor's degree in a relevant field such as Planning, Real Estate Development, Engineering, Construction Management, or related field preferred.

Advanced skills with Microsoft suite, strong analytical and financial modeling skills preferred.

Demonstrated experience in financial management, budgeting, and reporting.

Strong knowledge of New Jersey affordable housing regulations, rental laws, affordable housing finance and development processes.

Firm understanding of the various Government programs for affordable multifamily properties and supportive housing.

Thorough knowledge of construction and repair means and methods used in standard multi-family building

Understands basic engineering and energy saving concepts, and building science principles

Experience managing multiple projects concurrently and solving problems creatively

Excellent communication, negotiation, and conflict resolution skills.

Demonstrated experience managing staff, and evidence of strong people skills.

Demonstrated ability to work collaboratively with diverse stakeholders, including tenants, staff, board members, community partners and development professionals.

Willing and able to attend off site and off hour meetings and events as required by the role

Valid NJ driver's license and regular availability of an insured vehicle for travel within the NJ area

The Director of Property Development and Management will participate in the development and execution of the long-term strategy of our Affordable and Supportive Housing Assets, in line with the HABcore mission.

This position is responsible for ensuring the efficient and effective provision of affordable housing solutions and spearheading efforts to expand our housing portfolio

This position is responsible for ownership of the full cycle related the organization's efforts to expand affordable housing development including identification of housing sites to securing financing, leading design and development in collaboration with outside contractors and consultants, managing project timelines and budgets, and compliance with all applicable requirements, regulations, and reporting.

The Director of Property Development and Management will collaborate with community organizations, government agencies, and other stakeholders to address housing needs, advocate for affordable housing policies and raise awareness about HABcore's programs.

The Director of Property Development and Management will provide oversight to the Affordable Housing Department and Property Management Department and collaborate with other HABcore departments and committees.

Core Responsibilities

Assist in the selection of sites for future affordable housing and business development, including: market research, financing proformas, operating budgets, environmental review, due diligence, and risk assessment.

Predevelopment Phase: review schematic design, design development and construction documents; review prospective projects for energy performance.

Secure financing, including overseeing the preparation of funding applications and the closing of loans and equity investments. This includes negotiating PILOTs.

Establish and maintain relationships with financing partners, government officials and other real estate stakeholders and funders, as well as municipalities.

Oversee the process to identify and select key professionals including architects, contractors, engineers and other consultants, followed by the design and construction processes.

Identify progress of each project against goals, objectives, approved budgets, approved timelines and manage the draw process.

Ensure compliance with any Section 3, prevailing wage, and/or Davis-Bacon requirements, as well as applicable building and safety codes.

Provide fiscal accountability for the department operation budgets

Ensure legal compliance across the department functions

Interpret and implement applicable government and restricted grant regulations and guidelines, overseeing monitoring and ensuring compliance.

Manage the Quality Assurance Program with other directors.

Perform annual and routine property inspections in accordance with requirements, ordering materials/supplies/parts as necessary.

Monitor the progress of capital work and other repairs.

Analyze and assess and monitor building conditions, capital improvement plans and reserves, maintenance practices, energy efficiency, storm resiliency, construction plans, rehabilitation costs, and 3rd party contractors.