



MONTGOMERY
HOUSING AUTHORITY

JOB ANNOUNCEMENT

POSITION TITLE: Director of Real Estate Development



DEPARTMENT: Real Estate Development

SALARY: Negotiable

DATE POSTED: 07/05/2023

CLOSING DATE: Open Until Filled

FLSA CLASS: Exempt

Duties and Responsibilities:

Responsible for monitoring and protecting the MHA's real estate portfolio comprised of Public Housing, New Construction and Low-Income Housing Tax Credit Units. Also responsible for all activities associated with the day-to-day operations of the MHA's Public Housing construction and Low-Income Housing Tax Credit Units. The Director of Real Estate and Development will ensure measures are in place to provide easy identification and diagnosis of problems with investment properties and develop action plans aimed at resolution of such problems. Reports directly to the President/CEO. Responsibilities include, but are not limited to, the following:

1. Establishes and implements strategic plans for each asset in the MHA's real estate portfolio.
2. Defines objectives and executes investment strategy for each asset including leasing, operations, and capital improvements.
3. Coordinates construction contractors to achieve MHA's goals and objectives.
4. Conducts quarterly internal asset valuations for all properties.
5. Ensures that asset investment strategy is consistently maintained.
6. Interacts with the Finance department to ensure accurate reporting, timely data production and audit support is maintained.
7. Monitors the implementation and progress of new construction projects for compliance with the MHA's overall goals and objectives.
8. Assures departmental compliance with applicable local, state and federal regulations.
9. Prepares monthly, weekly and special reports for the President/CEO for submission to the Board of Commissioners, other departments and HUD.
10. Develops plans and specifications and cost estimates and plans for repairs associated with the maintenance of the MHA's real estate portfolio.
11. Develops procedures and controls for the various functional activities within the department and provides technical assistance as necessary.

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12. Assigns work to subordinates, provides guidance, monitors their activity and evaluates job performance and counsels employees.
13. Obtains and maintains copies of current HUD regulations, federal and state laws, and general information concerning the operation of New Construction programs and Low-Income Housing Tax credit programs.
14. Attends departmental and MHA's staff meetings and meetings with outside agencies.
15. Keeps abreast of all local, state and federal regulations, codes, ordinances and laws concerning management and maintenance and/or repair and remodeling and obtains such approvals, permits, etc. as required for maintenance or repair/remodeling.
16. Performs other duties as assigned.

Qualifications and Knowledge:

1. Bachelor's degree in Business Administration, Management, or related field of study required, with a minimum of 7 years responsible management of real estate investment portfolios; real estate development, underwriting or finance; and/or real estate asset management/property management. Master's degree is preferred.
2. At least five years of responsible management/supervisor experience is required.
3. Experience in and knowledge of public housing, low-income housing tax credit programs, HUD, federal, state and local laws and regulations pertaining to public housing authorities.
4. Knowledge of principles, practices and techniques of budgeting and accounting.
5. Knowledge of the trade skills, methods, materials, tools and equipment and techniques used in maintaining, and repairing dwelling and non-dwelling facilities and grounds.
6. Ability to read blueprints, plans and specifications.
7. Ability to maintain adequate records and prepare clear and concise narrative and statistical reports.
8. Ability to prepare and monitor complex statistical reports.
9. Ability to establish short- and long-term goals and monitor progress to completion.
10. Ability to coordinate and oversee a number of projects concurrently.
11. Ability to supervise others effectively and collaboratively, reinforcing good performance and dealing firmly but fairly with less than satisfactory performance.
12. Ability to communicate with and relate to persons of diverse backgrounds and abilities and to establish and maintain effective working relationships with participants, landlords and the public.
13. Ability to deal effectively with situations which require tact and diplomacy, yet firmness.
14. Bondability.
15. Valid Alabama driver's license or must acquire one within 30 days of employment.
16. Eligibility to be covered under the Authority's fleet auto insurance.

Supervision Received and Given:

The employee receives assignments from the President/CEO. Most instructions are broad directives or policy statements. Normally, the employee receives specific instructions only in unusual or sensitive circumstances. The employee initiates and follows through on routine tasks with minimal supervision. Situations that arise which are not

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covered by instructions are referred to the President/CEO or dealt with independently, depending on the circumstances. Normally, the employee identifies what needs to be done and indicates the priorities, deadlines, and resources available.

The employee monitors the work of subordinates for accuracy, completeness, compliance with policy and achievement of objectives, evaluates their performance and provides counseling.

Guidelines:

The employee refers to MHA's and HUD's guidelines in performing work. These guidelines cover most job-related situations, although the employee frequently is required to use independent judgment in making decisions. If guidelines do not cover a situation, the employee consults the supervisor or makes a decision based on the circumstances.

Complexity:

The employee performs a wide variety of tasks, which range from routine to difficult and are not closely related. The employee must identify the work that needs to be done, determine how to accomplish it and coordinate, integrate and prioritize a variety of tasks or assignments. The employee must make regular decisions involving usual and unusual circumstances, conflicting data or other non-routine occurrences. Routine work is instructed and problems encountered by the employee do not require extensive analysis to identify them. Tasks frequently have to be coordinated, integrated and/or prioritized. Decisions regarding unusual circumstances may be made by the employee and/or referred to the supervisor for resolution.

Scope and Effect:

The employee's work primarily impacts the new development program of the housing authority and the Authority's residents and non-residents. Successful accomplishment of duties by the employee will result in timely completion of those programs and provide better, more-affordable housing for low-income families in the community.

Personal Contacts:

Contacts are primarily with other Authority employees, federal, state and local governmental officials and representatives and community agencies. The employee has contact with architects, engineers, consultants, contractors and Authority residents. The primary purpose of contacts is to obtain, give or clarify information, plan and provide assistance and resolve problems. Contacts are normally cooperative; however, they may be occasionally antagonistic, unresponsive, or uncooperative contacts.

Physical Demands:

Work is principally sedentary but involves some physical exertion during on-site visits with residents or staff members, inspections of Authority developments, and construction sites, and facilities. Physical demands may include bending, stooping, bending, standing, walking at construction sites, climbing ladders, and exposure to outside elements.

Work Environment:

Work involves the normal risks or discomforts, associated with an office environment, and is usually in an area that is adequately heated, lighted, and ventilated. From time to time, it involves visits to outdoor developments, sites, dwellings or facilities, inspections of structures and/or confrontations with residents, employees and contractor personnel. Work is primarily with use of computer, reading and preparing documents, and meeting deadlines.

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DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.