

## **Northwest Neighborhoods CDC**

6516 Detroit Avenue, Suite 1  
Cleveland, OH 44102-3057  
Phone: 216.961.4242  
Fax: 216.961.8830  
detroitshoreway.org | cudell.com

### **Northwest Neighborhoods CDC (NNCDC)**

## **Director of Real Estate Development**

Northwest Neighborhoods CDC (previously Detroit Shoreway Community Development Organization and Cudell Improvement, Inc.) guides the physical, economic, and social development of the neighborhoods it serves toward an improved quality of life. NNCCDC is a recognized leader in the community development field locally and nationally, acting as a catalyst for community building and creating a diverse, sustainable, and desirable neighborhood in which to live, work, play, dine, shop, and worship. NNCCDC believes in the importance of urban neighborhoods for the future of our region; it values maintaining racial and economic diversity, representation of diverse people and opinions, and the power of everyday people to shape their own communities.

NNCCDC owns (through subsidiary corporations) and manages 399 apartment units and 50,000 square feet of commercial space. Through real estate development, the organization generates developer fees which are used to support the neighborhood development activities of the organization.

### **Position Description**

The Director of Real Estate Development is responsible for overseeing the development of multifamily and mixed-use real estate projects in the Northwest Neighborhoods expanded service areas undertaken by the organization as developer and owner. Projects will focus on affordable housing and community projects utilizing multiple layers of financing including, but not limited to, Low-Income Housing Tax Credits, State and Federal Historic Tax Credits, and HOME funding. These responsibilities include site acquisition, assembling project financing, selection of the project team, assisting in design development, and managing construction.

Equity is a critical piece of this work and all activities must be planned and conducted through an equitable lens consistent with NNCCDC's organizational values.

### **Reports To**

Executive Director

### **Principal Responsibilities**

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

- Provide direct supervision to Real Estate Development Department full-time and part-time staff.
- Cultivate and maintain strong relationships with the Ohio Housing Finance Agency, development partners, funders, municipalities, syndicators, investors, etc.
- Identify and obtain site control of potential sites and properties to strengthen and maintain the Organization's multifamily pipeline.

- Assemble and oversee the project development team, including identifying and procuring proposals from potential development team members.
- Oversee the submission of funding applications; including Low-Income Housing tax Credits (LIHTC), State and Federal Historic Tax Credits, State and Local HOME funds, Federal Home Loan Bank's Affordable Housing Program (AHP), etc. Continually identify and pursue additional sources of gap financing.
- Coordinate the community engagement process and obtain all necessary governmental approvals including zoning, design review, and planning commission.
- Oversee financial closings for real estate development projects.
- Oversee all necessary financial compliance and reporting for real estate development projects.
- Manage rehab and/or new construction residential projects from project conception through stabilized occupancy.
- Manage multiple projects concurrently at various phases of development.
- Work alongside the Executive Director on business development opportunities to expand the Organization's residential real estate development activities.
- Elevate the financial operational viability of NNCCDC's existing multifamily housing portfolio.
- All other duties as assigned and required to meet the responsibilities of this position and to achieve the overall goals of NNCCDC.

### **Position Requirements**

- Bachelor's degree in business, finance, architecture and design, urban studies, or related field; Master's preferred.
- 5+ years working within the real estate development industry, specifically working with LIHTC and other gap financing sources.
- Ability to supervise and motivate others.
- Strong working knowledge of tax credit programs and public financing options for affordable housing developments.
- Strong ability to work with diverse groups of stakeholders, including neighborhood residents, representatives of community-based organizations, community leaders, and public officials.
- Proficiency in Microsoft Office products and web-based programs. Must be proficient in spreadsheet analysis (Microsoft Excel) and word processing (Microsoft Word).
- Strong interpersonal and writing skills; highly organized with attention to detail; demonstrated capacity to manage multiple projects and meet deadlines.
- Availability and willingness to work flexible schedule including evenings and weekends.
- Local travel and some out-of-town travel required.

### **Preferred Qualifications**

- Master's degree in business, finance, architecture and design, urban studies, or related field
- 7+ years of experience working in real estate development, especially affordable housing
- Supervisory experience.
- Previous racial equity & inclusion training, study, or engagement.

### **Physical Demands**

Ability to operate a computer and keyboard. May require reaching, standing, walking, fingering, grasping, and feeling, and the ability to lift or move objects up to 20 pounds. May require vocal communication for expressing or exchanging ideas, hearing to perceive information at normal spoken word levels, visual

acuity for color perception, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

### **Working Conditions**

Availability for extended hours during peak periods and attendance at evening and week-end meetings.  
Exposure to inside and outside environmental conditions

### **NNCDC's Commitment to Equity and Inclusion**

NNCDC is committed to creating an inclusive and equitable working environment and is proud to be an equal opportunity employer. Applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, veteran status, or any other protected status. Women, BIPOC, and LGBTQ+ individuals are encouraged to apply.

*This position description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of Northwest Neighborhoods CDC. Since no position description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder's responsibility.*

### **Compensation and Benefits**

- Annual salary of \$80,000 to \$95,000 commensurate with experience
- Participation in NNCCDC Benefit Programs:
  - Paid Time Off accrued at the rate of one day per month during the first year of employment, then 18 days beginning the second year of employment.
  - Holiday pay including New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving, the Friday after Thanksgiving, and the days between December 24 and January 2.
  - Employer contribution to 403(B) retirement program. Employer will provide a 50% match to the Employee's contribution up to a maximum of 3% of the employee's annual salary.
  - Competitive health insurance offered with employer contribution.
  - Long term disability insurance

### **Application Instructions:**

**To apply, candidates should electronically submit a cover letter and resume to [astalder@nwneighborhoods.org](mailto:astalder@nwneighborhoods.org).**

**No phone calls please.**

**Review of applications will begin immediately and will continue until the position is filled.**