

WESTBROOK DEVELOPMENT CORPORATION
Development Director – Real Estate

THE OPPORTUNITY:

Westbrook Development Corporation is the development entity of Westbrook Housing Authority and is expanding to meet the great need for more affordable housing in the City of Westbrook, and Cumberland County at large. The position is responsible for all phases of project management for the preservation and development of mixed-use and mixed-income affordable housing. The employee must work with some independence; have a working knowledge of real estate finance, development processes, housing policy and land use planning. This position reports directly to the President of Westbrook Development Corporation & the Executive Director of Westbrook Housing.

EXAMPLES OF WORK:

- Conduct feasibility analysis for potential development projects
- Prepare project designs with selected design professionals
- Develop project budgets, development pro forma, sources and uses, operating budgets
- Arrange for project financing, complete applications to government agencies and private lending institutions
- Assembling project development teams; design professionals, engineers, contractors, lenders and other consultants, as needed
- Obtain local, state and federal approvals for development projects
- Implement site control and land acquisition for projects
- Serve as owner's representative during project implementation
- Work with Property Management regarding transition and coordination of new units
- Project compliance

REQUIREMENTS OF WORK:

- Success applying for and obtaining financing for affordable housing projects from government sources and private lending institutions;
- Working knowledge and experience in all phases of affordable housing development, including; planning, feasibility, design, finance, operating budgets, construction oversight, management, and project closeout.
- Working knowledge of polices and resources from HUD and other federal agencies, State Housing Finance Agencies, municipalities, foundations, and the Federal Home Loan Bank AHP program.
- Must have excellent organizational skills
- Must have excellent communication skills both written and oral with experience making presentations to boards, neighborhood organizations and the general public.
- Working knowledge of MaineHousing and HUD regulations, policies and procedures.
- Must have Low Income Housing Tax Credit development experience.
- Computer proficiency; Microsoft Office Suite, budgeting and finance applications.

DESIRABLE EXPERIENCE AND TRAINING:

- Minimum three years of experience in real estate development with a primary focus on affordable housing inclusive of Low Income Housing Tax Credit development;
- Minimum completion of two, ideally three, LIHTC developments.
- Minimum Bachelor's Degree in planning, finance, economics, business management or related field; or a combination of related education and experience.

SUBMISSION OF RESUME:

Please submit your Cover Letter, Resume and summary or portfolio of the developments you have worked on including a description of the development, number of apartments, address, and picture of property to Jennifer Gordon, Operations Director, Westbrook Housing Authority, 30 Liza Harmon Drive, Westbrook, ME 04092 or jhgordon@westbrookhousing.org. For questions, call 207 854-6827.

Westbrook Housing offers a competitive salary that is commensurate with experience and education and excellent benefits.

Westbrook Housing is an Equal Opportunity/Affirmative Action Employer.