

SOUTHWEST MINNESOTA HOUSING PARTNERSHIP

Job Title: **Real Estate Development Officer**

Supervisor: Director of Real Estate and Community Development (DRECD)

Classification: Exempt

Proposed Approval Date: July 1, 2008

Date of Last Update: January 2023

SUMMARY:

This position is responsible for the review, processing, sale and closing of all assigned real estate transactions by the Southwest Minnesota Housing Partnership. For assigned projects, this position is the lead agent in coordinating all departments within the organization to provide the documentation required by any Lender necessary to complete all types of financing related to real estate for the organization or its customers. Real estate projects include, but are not limited to, bare land development, multi-family finance, multi-family development, multi-family acquisition and rehabilitation, bare land transfers, etc. This position will effectuate and ensure that land & property donations or other types of transfers based on tax benefits to donors are in compliance with State and Federal guidelines.

EXPERIENCE, COMPETENCIES AND EDUCATION:

- Bachelor's degree from an accredited college or university and,
- Minimum of 5 years' experience in one or any combination of the following: multifamily real estate development; public bonding; commercial lending; commercial real estate transactions; real estate legal; or other related experience.
- Extensive organizational skills.
- Well-developed technical writing skills.
- Well-developed interpersonal skills.
- Experience with public presentations.
- Ability to handle and manage multiple tasks.
- Ability to work independently.
- Ability to take direction from and work with a variety of people.
- Moderate Computer Experience: Microsoft Office (Word, Excel, Access, Power Point).
- Experience with analyzing, preparing and presenting complex real estate development pro forma (Excel spreadsheets).

PRINCIPAL JOB DUTIES AND RESPONSIBILITIES:

Property/Project Review: Review proposals of property acquisitions, development, or other types of projects regarding real estate issues. Identify concerns and propose adjustments around budgets, planned activities, timelines, and transaction costs to ensure the Project is consistent with previous experience and stated expectations.

Property/Project Underwriting Compliance: Review all real estate projects relative to the multiple financing underwriting standards and legal stipulations and/or covenants to ensure the Project meets or exceeds standards established by Lenders. Ensure that the organization is in compliance with adopted underwriting standards and all other agreements.

Property/Project Processing: Obtain and forecast transaction needs of projects to move the funding from commitment to closing. Communicate with all funders and their legal counsel to coordinate efforts that provide all necessary information and streamline the closing process. Identify and solve all issues that arise during loan processing by developing strategies and work process that complete the process in a timely fashion.

Title Insurance and Other Requirements: Working with team members, order and obtain land surveys, title insurance, appraisals, environmental reviews, legal opinions and all other documentation as required by Lenders. Review and address any and all deficiencies that are identified.

Property/Project Closing: Review documents pertaining to the closing for accuracy and consistency. Communicate with all parties to coordinate activities, ensure that all final items are executed and address any issues post-closing as needed.

Legal Documents: Prepare or secure the preparation of documents for real estate transactions, including but not limited to: purchase agreements, addendum, amendments, purchase options, subordinations, satisfactions, mortgages, promissory notes, etc. Review such documents presented to the organization and its customers for accuracy and seek legal counsel as necessary. Provide support to the staff in the capacity of legal document review and questions on real estate transactions and legal documents.

Contract Preparation: Review, develop and prepare contracts and agreements related to real estate transactions including but not limited to: development agreements purchase agreements and land options. Expectations under this area would include consultation with other staff, customers and seeking legal and other outside expertise as necessary.

Legal Issues Liaison: Work with corporate legal counsel and the Chief Executive Officer concerning legal matters that arise concerning real estate, construction issues, insurance, lawsuits, contracts, etc. related to assigned real estate projects

Community Representation: Represent the Southwest Minnesota Housing Partnership in communities, counties, state and federal organizations, foundations, and all other public activities at the direction of the DRECD, CEO or the COO.

Travel: Travel within the region frequently, within the State Minnesota on occasion to support development of assigned projects and will travel out of state and as needed for training and other staff development opportunities. Must be willing to drive company vehicles or personal vehicle as required.

Lifting: Lift more than 50 pounds on occasion.

Hours: Work primarily daytime office hours during the week but may be expected to work a flexible schedule including evening hours and weekends to accommodate deadline needs.

DISCLAIMER AND APPROVAL

This position will perform other duties as assigned by the position's Supervisor and the Chief Executive Officer.

The foregoing statements describe the principal functions of this position but shall not be construed as an exclusive listing of all inherent requirements for the position.

Employee Acknowledgment:

Signature

Date

Employer Acknowledgment:

Signature

Date