

SOUTHWEST MINNESOTA HOUSING PARTNERSHIP

Job Title: **Real Estate and Community Development Officer**

Supervisor: Chief Executive Officer

Classification: Exempt

Proposed Approval Date: March 1, 2020

Date of Last Update: N/A

SUMMARY:

This position will be responsible for early predevelopment planning, accessing pre-development loans and grants, the development of community development plans, project feasibility analysis and the development of funding applications. The position will also be responsible to provide recommendations to the Chief Executive Officer and Chief Operating Officer concerning the internal financial support of identified community development initiatives. This position will be expected to work closely with an internal development team on proposed projects and initiatives. The position will be responsible to identify potential markets, make initial contact and assess needed community services. This position is responsible for the review, processing, sale and closing of real estate transactions by the Southwest Minnesota Housing Partnership. Real estate projects include, but are not limited to, bare land development, single family acquisition and sales, multi-family finance, multi-family development, multi-family acquisition and rehabilitation, bare land transfers, etc. This position coordinates with 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. 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 in Urban or Rural Planning, Public Administration, Business Finance, or another related degree.
- Minimum of 5 years' experience in one or any combination of the following: community development, real estate development or transactions, financial packaging, economic development, or other related experience.
- Extensive organizational skills.
- Good verbal communication skills.
- Well-developed technical writing skills.
- Extensive experience with public presentations.
- Moderate Computer Experience: Microsoft Office (Word, Excel, Access, Power Point).
- Ability to handle and manage multiple tasks.

- Ability to work independently.
- Ability to take direction from and work with a variety of people.
- Ability to manage moderate to complex mathematical calculations.

PRINCIPAL JOB DUTIES AND RESPONSIBILITIES:

Community Development Planning: Provide technical assistance to communities on development projects. These duties will involve assistance with market studies, community development plans, project feasibility and planning and project cost estimates. Maintain relationships with the current customer base and make initial contacts with potential new customers including communities, EDA's, HRA's, employers, chambers of commerce, etc.

Grant Writing: Prepare and write grant applications for funding.

Project Finance Development: Provide initial underwriting feasibility for potential projects. Research and remain up to date on financing requirements put forth by funding sources. Develop and submit financial applications such as low-income housing tax credit applications, mortgage applications and other financial project packaging.

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 Processing: Provide support to 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: 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: Provide support or secure the preparation of documents for real estate transactions and community development activities, including but not limited to: development agreements, land options, fee for service contracts, memorandums of understanding, contracts for specialized services (auditing, tax services, etc.) for the organization, purchase agreements, addendum, amendments, purchase options, subordinations, satisfactions, mortgages, promissory notes, etc. Review such documents presented to the organization and its customers

for accuracy. 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.

Corporate Entity Management: Coordinate and manage reporting and other mandated requirements of the corporation, its subsidiaries and affiliates. Work includes filings with the State, review of by-laws and other formation documents, acting as a resource on the activities of the officers and seeking specialized legal or other counsel.

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 CEO or the COO.

Travel: Travel within the region frequently (weekly), within the State Minnesota occasionally (monthly), and will travel out of state 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