

REAL ESTATE DEVELOPMENT SPECIALIST



About the Southwest Minnesota Housing Partnership

The Southwest Minnesota Housing Partnership (SWMHP) is a 501(c)3 Community Housing Development Corporation with offices located in Slayton and Mankato Minnesota. Since its inception in 1992, the SWMHP has developed, financed, or rehabilitated over 10,000 housing units with \$1,000,386,956 of private and public investments, have assisted over 7,900 new and existing homeowners with homeownership services, and provides 2,076 affordable rental homes in 67 properties located in 31 communities throughout our region. Providing services in over thirty rural counties in Minnesota and Iowa our customers are defined as local units of government, nonprofit organizations, individuals, and families, especially people who are most in need.

Our Mission, Vision, and Values

Mission – We partner with communities to develop places for people to call home.

Vision – Where every person has access to a welcoming home, and every place has a thriving and equitable community.

Values

STRONG RURAL COMMUNITIES

Investment in rural communities contributes to economic, social, and family stability across our region, the state and the nation.

SAFE HOUSING AS A FUNDAMENTAL RIGHT

A stable family requires a supportive home. A stable community requires accessible and welcoming neighborhoods. Strong economies require ongoing shared investment in homes, neighborhoods, and communities.

SHARED EMPOWERED FUTURE

Communities have the right to determine their futures and engage partners to bring their visions to life. Neighborhoods are strengthened by diversity, creating strong and sustainable communities.

INNOVATION CENTERED IN QUALITY AND SUSTAINABILITY

A focused investment on high quality services assures the long-term health of rural communities across our region. Dignity and pride in communities are advanced by community planning, design, building, resident services, and sustainable resource management.

PEOPLE WORKING TOGETHER

Staff and volunteers who create a desired future for the people we serve are critical to long term success in collaboration with private, governmental, and community partners.

The Role

The Real Estate Development Specialist is responsible for leading and supporting real estate initiatives across the organization's service area. Main activities include developing and supporting multi-family and single-family housing projects. This position will oversee the full lifecycle of a development from early predevelopment planning, seeking predevelopment financing, project feasibility analysis, and the execution of financing applications and loan due diligence to obtain necessary development funding. Real estate initiatives include bare land development, single family housing development including acquisition/rehabilitation and new construction; multi-family refinancing, multi-family rental housing development including acquisition/rehabilitation and new construction, and support with external stakeholder projects. The position involves preparing recommendations for senior leadership for identified real estate initiatives, project administration on proposed projects and initiatives, comprehension of compliance with State and Federal guidelines, and coordinating activities with multiple departments. This role requires extensive communication with internal and external stakeholders to secure resources, close transactions, and advance both organizational and community-driven development goals.

Reporting Relationships

The Real Estate Development Specialist reports to the Real Estate Development Manager and the Director of Real Estate and Community Initiatives.

Work Environment

The SWMHP is a mission orientated organization that has continued to grow over the last thirty (30) years. The SWMHP offers and provides a flexible work schedule and environment placing an emphasis on achieving a manageable work/life balance. The organization operates in a hybrid work environment with some staff in the office 1 – 2 days per week, others in the office daily and some working fully remote. Business hours are Monday – Friday on varied schedules based upon staff preference and the individual demands of each position.

The Ideal Candidate

The SWMHP seeks an individual who mission orientated and thinks strategically while also accounting for organizational impact and ongoing financial sustainability of the real estate development portfolio.

The ideal candidate will possess the following experience and qualities:

- An associate degree or higher from an accredited post-secondary institution. Preference for Urban or Rural Planning, Public Administration, Business Finance, or another related degree.
- At least three years of experience in one or any combination of the following: community development, financial packaging, economic development, real estate transactions; or other related experience.

- Extensive organizational and communication skills
- Strong problem-solving, analytical, and decision-making skills, with the ability to think innovatively.
- Must be able to work independently and manage competing priorities.

Salary and Benefits

SWMHP offers a comprehensive benefits package that includes paid time off, eleven (11) paid holidays, 403(b) match, flexible work schedule, health insurance, life insurance, short term and long-term disability benefits. The annual salary range for this position is \$77,000 to \$92,000 depending on qualifications.

Hiring Timeline

This position will remain open until filled with a first-round review of resumes taking place the week of February 23, 2026.

SOUTHWEST MINNESOTA HOUSING PARTNERSHIP

Job Title: **Real Estate Development Specialist**

Supervisor: Real Estate Development Manager

Classification: Exempt

Approval Date: March 1, 2020

Date of Last Update: January 2026

SUMMARY:

This position is responsible for leading and supporting real estate initiatives across the organization's service area. Main activities include: developing and supporting multi-family and single-family housing projects. This position will oversee the full lifecycle of a development from early predevelopment planning, seeking predevelopment financing, project feasibility analysis, and the execution of financing applications and loan due diligence to obtain necessary development funding. Real estate initiatives include bare land development, single family housing development including acquisition/rehabilitation and new construction; multi-family refinancing, multi-family rental housing development including acquisition/rehabilitation and new construction, and support with external stakeholder projects. The position involves preparing recommendations for senior leadership for identified real estate initiatives, project administration on proposed projects and initiatives, comprehension of compliance with State and Federal guidelines, and coordinating activities with multiple departments. The role requires extensive communication with internal and external stakeholders to secure resources, close transactions, and advance both organizational and community-driven development goals.

ESSENTIAL SKILLS AND PREFERRED QUALIFICATIONS:

- An associate degree or higher from an accredited post-secondary institution. Preference for Urban or Rural Planning, Public Administration, Business Finance, or another related degree.
- Minimum of 3 years of experience in one or any combination of the following: community development, financial packaging, economic development, real estate transactions; or other related experience.
- Preferred experience in project management or administration
- Preferred experience with analyzing, preparing and presenting complex real estate development pro forma (Excel spreadsheets).
- Extensive organizational skills.
- Strong verbal communications skills.
- Well-developed technical writing skills.
- Well-developed interpersonal skills.
- Experience with public presentations.
- Problem-solving abilities
- Proven ability to handle and manage multiple tasks simultaneously.
- Moderate Computer Experience: Microsoft Office (Word, Excel, Power Point).
- Ability to travel across the region for attendance at internal and external meetings and events.
- Ability to work independently.
- Ability to take direction from and work with a variety of people.

- Ability to manage moderate to complex mathematical calculations.

OFFICE LOCATION: Southwest Minnesota Housing Partnership has offices in Slayton and Mankato. The employee can choose which office location to work from with flexibility for remote work. In-person attendance is an expectation for organization staff meetings rotationally held at either location, or as determined by senior leadership.

PRINCIPAL JOB DUTIES AND RESPONSIBILITIES:

Property/Project Review: Review proposals of property acquisitions, development, or other types of projects regarding real estate feasibility. Identify potential geographic markets and any concerns that may impact the ability to operate or score competitively in funding applications, and propose adjustments to budgets, planned activities, timelines and transaction costs to ensure the Project is consistent with previous experience, current portfolio trends and stated expectations. Follow the Standard Operating Procedure (SOP) to move projects through the evaluation steps, ensure that information is shared with internal departments as appropriate and gain their feedback through the SOP process. Act as the main contact and project manager for the seller, local government, funding entities and organization internal team.

Grant Writing: Prepare and write local, state and federal applications for funding as appropriate for each project or contract, or as assigned.

Project Finance Development: Provide initial underwriting feasibility for potential projects. Research and remain up to date on funding and financing options, as well as requirements put forth by funding sources. Develop and submit applications and documents required for project financing.

Property/Project Processing: Lead team to identify and perform checklist items and processes to move funded projects from commitment to closing. Communicate with all funders and their teams to coordinate efforts that provide all necessary information and efficiently move through the closing process. Identify and solve all issues that arise during loan processing by developing strategies and work processes that complete the process in a timely fashion.

Title Insurance and Other Requirements: Lead team to order and obtain land surveys, title insurance, appraisals, environmental reviews, legal opinions, market studies, and all other documentation as required by Lenders and our Standard Operating Procedures. 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 in collaboration with internal teams 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, board resolutions, etc. Review such documents presented to the organization and its clients or partners for accuracy. Expectations under this area would include consultation with other staff, clients, sellers, seeking legal and other outside expertise as necessary.

Legal Issues Liaison: Work with the Director of Real Estate and Community Initiatives (DRECI), Chief Operating Officer (COO) and Chief Executive Officer (CEO), concerning legal matters that arise concerning real estate, construction issues, insurance, lawsuits, contracts, etc. Work with corporate legal counsel if deemed necessary.

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 as required.

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 DRECI, 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 up to 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 events, company and 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