



P.O. Box 1200
Estes Park, CO 80517
970.591.2535

Real Estate Development Manager

Estes Park Housing Authority, acting as its own Real Estate Developer, takes a cross-functional team approach to develop new affordable housing properties, as well as to complete significant renovations of existing properties. The Real Estate Development Manager is an integral part of the development team and is responsible for leading and managing the technical aspects of the real estate development plan and will act as the Owner's Representative during project construction. The Real Estate Development Manager will report directly to the Executive Director.

DESCRIPTION OF WORK

General Statement of Duties:

Work is characterized as being public-orientated through effective public relations. Ingenuity and knowledge or resources are required to assure effective recommendations be made to solve resident issues and community problems.

The employee must interact with program participants, other Estes Park Housing Authority, Loveland Housing Authority and Town of Estes Park personnel, Board Members, as well as other members of the public. The employee must show positive and professional conflict resolution abilities and skills. Communication should be effective through the use of face-to-face conflict resolution and non-use of gossip/hearsay with the intent of a positive outcome for all parties. The employee is a key public figure for the Housing Authority and must display a professional attitude in working with residents, all staff, and agencies.

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

Essential Job Functions

- Collaborate with the Executive Director to create and maintain EPHA's development project pipeline.
- Responsible for site and project evaluations and feasibility reviews.
- Working with the local jurisdictions, responsible for the coordination of the site entitlement process which includes annexation, zoning, and development agreements.
- Create development project budgets using cost and expense data.
- Assist with funding proposals, including the presentation of projects to funders and partners.

- Utilizing a request for proposal process, responsible for leading efforts to procure services such as architecture, engineering, general contracting, technical consultants, third-party consultants; etc.
- Responsible for contract development and administration, construction management, project tracking, budget compliance and serves as Owner's representative concerning development projects.
- Ensure agency adherence to compliance requirements for partners such as Enterprise Green Communities, the Colorado Division of Housing, Colorado Housing and Finance Authority; etc.
- Responsible for Section 3 and Davis Bacon administration on assigned projects, as necessary.
- Monitor and administration first-year warranty issues related to development projects.

Additional Responsibilities

- Administration and management of substantial capital improvement projects including coordination and selection of contractors and consultants, budget creation and compliance, coordination, and compliance with requirements of funding sources, construction management, and warranty monitoring.
- Provide periodic development team updates and proposals with the Executive Director to the Board of Directors.
- Manage all due diligence items and working with various partners related to technical aspects during the procurement of financing.
- Provide technical support for title and survey work.
- Maintain the Estes Park Housing Authority's procurement manual.
- Other duties and projects as assigned by the Executive Director.

Knowledge, Skills, and Abilities

Must be able to establish and maintain positive and productive relationships with external partners and Estes Park Housing Authority staff. Possess excellent written and verbal communication skills; and be able to represent the Estes Park Housing Authority in a professional and positive manner. Work successfully in a collaborative atmosphere and provide excellent customer service; but also be able to work independently with limited direction. Ability and willingness to take initiative, exercise good judgment, and make sound decisions within the scope of assigned authority. Must be able to use Microsoft Office Software products such as Word, Excel, and PowerPoint, and the Google Suite of products.

Supervision Received:

Position reports directly to the Executive Director

Supervision Exercised: This position may supervise non-exempt and non-supervisory exempt positions.

ESSENTIAL FUNCTIONS OF THE JOB

Position Specific Competencies

- Proficient in real estate development and entitlement processes.
- Knowledgeable of multi-family construction methods.
- Project management abilities, including budgeting, scheduling, and adherence to specifications and requirements.
- Ability to manage multiple projects simultaneously.

Education/Experience Qualification:

Bachelor's Degree required, preferred degree in Construction Management, Urban Planning, Architecture, Civil Engineering or related construction or development related discipline. Required minimum 5+ years of experience managing affordable multi-family development projects and/or land development projects, 7+ years preferred.

Working Environment

Work is generally performed in an office environment that may require sitting for extended periods of time, repetitive keyboard motion, reaching, bending, and kneeling. Light physical effort may be required by moving and positioning objects up to 20 pounds occasionally and/or 10 pounds frequently. Occasionally work will be performed in the field, which may include navigation of construction sites and inclement weather. Work is generally completed during normal office hours but may occasionally include evenings or weekends. Remote or semi-remote options are available.

Driver's License and Background Check

- Must possess and maintain a valid driver's license with an acceptable driving record (no major violations within the last three years) and be insurable through Loveland Housing Authority insurance carriers.
- A criminal history, credit and motor vehicle background check is required.
- EPHA is an equal opportunity employer.

HIRING RANGE

\$75,000 - \$95,000