



## Job Description

**Title:** Director of Real Estate Development

**Location:** San Francisco, CA

**Apply at:**

<https://goo.gl/YoMHGv>

### Our mission

BRIDGE Housing strengthens communities by developing, owning and managing high-quality, affordable homes for working families and seniors. BRIDGE's portfolio of housing is currently over 100 properties and 10,000 units throughout California, Washington & Oregon.

### Summary

The Director of Development position is an exciting opportunity to lead a team of project managers and manage a variety of complex, multi-family real estate development projects to further the organization's mission.

In this role, you will be responsible for overseeing the day-to-day work of your team and providing guidance to maintain a high level of quality in accordance with BRIDGE development standards and industry best practices. Reporting to the Senior Vice President of Real Estate Development, the Director will collaborate with team leaders in other departments to streamline, implement and maintain processes and internal systems for reporting, data collection and staff training. The ideal Director has significant experience leading a team and managing all aspects of the real estate development process while working with a diverse group of stakeholders.

### Responsibilities

#### *General*

- Supervise Project Managers (PMs) and direct their work through all phases of development
- Research potential sources of project funding and assist PMs with structuring projects
- Review project proformas and provide guidance on project feasibility analysis
- Monitor project schedules and budgets and assist with addressing material changes to the timeline and budget impacts
- Participate in project-related meetings as necessary, including strategizing and negotiating sessions, programming meetings, design and construction meetings, community meetings, etc.
- Supervise and guide contractor and consultant selection process including evaluating fee proposals and finalizing contract terms and conditions
- Review and approve team members' work such as funding applications, legal documents, financial projections, internal board approval reports, etc.
- Provide guidance to Project Administrators

- Maintain a supportive team environment and implement team building/learning opportunities and on-going staff training sessions
- Collaborate with Business Development department to review pipeline opportunities and assess staffing plans
- Build strong relationships with government agencies, joint developers, lenders and investors

#### *Reporting/Administrative Responsibilities*

- Ensure project budgets and cash flow projections are developed in coordination with other departments and actively managed per approved budget outlays
- Collaborate with other departments to provide timely information to senior management
- Work closely with PMs to monitor approved budgetary spending and provide guidance with seeking approvals from senior management and/or subcommittee of the Board of Directors
- Present projects to subcommittee of Board of Directors and seek requisite approvals
- Provide regular updates to supervisor and senior management on progress of projects
- Work in cross-functional teams to streamline, implement and maintain internal processes and procedures for reporting and database management

#### *Additional Responsibilities*

- Represent BRIDGE at industry-wide events and speaking engagements as appropriate
- Ensure seamless coordination with other company departments on project reviews

### **Required qualifications**

- Bachelor's degree in Business Administration, Urban Planning, Real Estate Development, Architecture or other relevant field
- 5-8 years of hands-on experience leading a team in the development of complex mixed-use/mixed-income master plan, infill multi-family development, acquisition/rehab projects, etc.
- High level of expertise in real estate finance and deal structuring
- Strong leadership skills with ability to build relationships, manage and inspire both internal and external teams
- Excellent communication and interpersonal skills and experience working with government agencies and multiple stakeholders
- Ability to meet multiple deadlines and work in a fast paced environment

### **Preferred qualifications**

- Graduate degree in related field
- Extensive hands-on experience in the development of affordable housing projects and use of typical financing sources such as LIHTC, tax exempt bonds, HOME, CDBG, HUD Section 202, etc.
- Northern California real estate development experience
- Valid CA driver's license

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*Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.*

***BRIDGE Housing is an Equal Opportunity Employer***