

# AKRON METROPOLITAN HOUSING AUTHORITY

**Position Title:** Manager of Real Estate Development

**Department:** Real Estate Development

**Reports To:** Director of Real Estate Development

**FLSA Status:** Exempt

**Minimum: \$70,500 - \$90,000 Salary consideration is based on education, background, and experience.**

Apply for Manager of Real Estate Development using the link below:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=306a45fc-3c35-4dad-b801-9a3d44340507&cclid=19000101\\_000001&lang=en\\_US&jobId=9201953724366\\_1&&source=EN](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=306a45fc-3c35-4dad-b801-9a3d44340507&cclid=19000101_000001&lang=en_US&jobId=9201953724366_1&&source=EN)

## SUMMARY

The Manager of Real Estate Development plays a key role in advancing AMHA's real estate development, redevelopment, and repositioning initiatives in support of its mission and long-term strategic goals. This position contributes to the planning, financing, structuring, and execution of complex real estate transactions, with a strong focus on affordable housing development and repositioning, asset preservation, and regulatory compliance.

This is an excellent opportunity for a real estate development professional who wants to work on mission-driven projects with real community impact, while gaining exposure to sophisticated financing structures, public-private partnerships, and multi-disciplinary project teams.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

*The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.*

### Real Estate Development & Strategy

- Support the development and implementation of AMHA's real estate development and asset repositioning strategies to preserve AMHA's portfolio and expand affordable housing opportunities.
- Participate in hold/sell analyses, asset valuations, and redevelopment feasibility studies.
- Assist in identifying and evaluating new development and redevelopment opportunities aligned with AMHA's strategic plan.

### Financing & Deal Structuring

- Assist with the structuring, negotiation, and execution of real estate development and redevelopment transactions utilizing LIHTC, tax-exempt bonds, grants, HUD programs (including RAD), and other public and private financing sources.
- Identify and help secure financing, including LIHTC equity, debt, grants, and soft funding sources.
- Support negotiations with lenders, investors, and public agencies and assist with financial and business due diligence for complex financing and legal documents.

### **Financial Analysis & Modeling**

- Prepare and evaluate financial models, including development budgets, sources and uses, construction budgets, and operating pro formas.
- Support Finance, Construction, and Operations staff in monitoring project budgets and long-term operating projections.
- Analyze financial risks and trade-offs and support informed decision-making.

### **Due Diligence, Entitlements & Transactions**

- Assist with and manage real estate acquisitions, dispositions, demolitions, and the disposition of AMHA-owned vacant land.
- Handles general real estate matters such as licenses, property line disputes, encumbrances, easements, etc.
- Manage and coordinate project due diligence related to legal, environmental, architectural, land use, and insurance matters.
- Manage real estate entitlement and approval processes at the federal, state, and municipal levels.

### **Regulatory Compliance & Governance**

- Research, interpret, and apply HUD and other applicable federal, state, and local regulations impacting real estate development.
- Assist with the preparation of RFPs, 5-Year Plans, Annual Plans, and special initiatives as assigned.
- Monitor regulatory changes and assist in developing procedures to ensure program and transaction compliance.
- Support internal controls, documentation standards, and audit readiness.

### **Collaboration & Leadership**

- Serve as a collaborative partner to internal departments including Finance, Construction, Legal, and Operations.
- Foster positive working relationships with community partners, residents, consultants, and co-workers.
- Facilitate cross-functional communication to keep projects moving forward and aligned with organizational goals.
- Special projects and other duties as assigned.

### **KNOWLEDGE, SKILLS, & ABILITIES**

*To perform this job successfully, an individual should demonstrate the following competencies:*

### **Core Competencies**

- Knowledge of affordable housing development, including LIHTC, HUD programs, and mixed-finance structures
- Strong understanding of real estate transactions and development principles, including finance, due diligence, entitlements, and closings
- Financial modeling skills including construction and operating pro formas
- Ability to identify and assist in securing financing
- Knowledge and understanding of common real estate contracts and documents (title reports, surveys, licenses and leases, purchase and sale agreements, etc.)
- Ability to research, interpret, and apply federal and state regulations
- Experience managing complex, multi-party projects with competing timelines and requirements
- Strong written and verbal communication and public-speaking skills
- Analytical and problem-solving skills with sound judgment
- Ability to work independently, manage multiple priorities, and meet deadlines in a fast-paced environment
- Collaborative leadership style with a strong commitment to customer service and mission

#### Technical Skills

- Proficiency in Microsoft Office and Adobe
- Familiarity with GIS tools (Summit County GIS knowledge is a plus)

#### MINIMUM QUALIFICATIONS

- Bachelor's degree in Real Estate Development, Business Administration, Finance, Law, or related field (*Master's degree or Juris Doctor preferred*)
- Minimum of five (5) years of experience in commercial, mixed-use, or multifamily real estate development (Affordable housing experience preferred but not required)
- Valid driver's license

#### PHYSICAL DEMANDS

Physical demands may include kneeling, reaching, pushing, manipulating, talking, hearing, sitting for extended periods, crouching, standing for extended periods, stooping, walking, lifting up to 20 lbs. and repetitive motion using a keyboard, telephone and calculator. The visual acuity requirements include viewing a computer monitor and extensive reading.

#### WORK ENVIRONMENT

While performing the duties of this job, the employee may be asked to visit AMHA properties and/or construction sites and may be exposed to outside weather conditions. The noise level in the work environment is moderate.

**AMHA offers a culture devoted to everyone being equally valued, a comprehensive compensation and benefits program including, but not limited to: Competitive salary; Participation in the Ohio Public Employees Retirement System; Excellent medical, free dental and vision plans with minimal out of pocket cost; Basic Life insurance; Fourteen paid holidays; Paid vacation, personal and sick plans.**

