



Vice President Real Estate

Win is the largest provider of shelter for homeless families in New York City. For over 34 years Win has provided safe housing, critical services and groundbreaking programs to help homeless women and their children rebuild their lives. In the past year, Win served nearly 12,000 homeless people – including more than 6,600 children – and helped nearly 750 families transition out of shelter into homes of their own. Win has a robust and growing portfolio of transitional, supportive and affordable housing that is expected to expand rapidly over the next few years.

The **Vice President Real Estate** is a critical member of Win's leadership team who leads Win's efforts to develop and sustain transitional and permanent supportive housing throughout New York City. The successful applicant will have a demonstrable interest in and understanding of real estate development finance and property management and a passion for the mission-oriented field of affordable and supportive housing. The applicant must have strong analytical and financial acumen, be a strategic thinker, with a strong degree of initiative, excellent organizational skills, and the ability to effectively juggle multiple priorities while maintaining attention to detail. The candidate must have leadership experience in affordable and transitional housing development and management and be able to work effectively within a collaborative team approach.

Job Responsibilities:

- Supervisory position responsible for all real estate related transactions and affordable housing management;
- Identify new opportunities for permanent and transitional housing development in furtherance of Win's mission;
- Staff liaison to Win Board of Directors Housing Committee
- Cultivate and deepen strategic relationships to further Win's impact as a leader in the field.
- Identify & secure funding sources and develop financing strategies for transitional and permanent supportive housing;
- Represent Win at meetings with public officials, funders, community stakeholders, etc.;
- Work with Win social service programs to identify and implement mission-driven transactions, secure on-site services funding;
- Develop pro forma capital development and operating budgets and financing applications for HPD, HDC, HCR, HFA, HHAP, FHLB, HUD, which incorporate many different sources of financing;
- Direct the submission of due diligence to government agencies, lenders and investors;
- Coordinate Win real estate responses to Requests for Proposals and Requests for Qualifications;
- Successfully achieve construction loan closings, lease negotiations, cost certifications, permanent loan closing process and 8609's;

- Manage construction process and development teams (architect, contractor, etc.), to ensure projects are completed on time and within budget;
- Complete paperwork and submissions required for conversion to permanent financing and receipt of 8609;
- Supervise property management teams responsible for Wins' existing supportive and affordable housing portfolio and establish policies and systems for the successful startup and operations of buildings in the pipeline;
- Implement best practices to ensure compliance with various City, State, Federal and Investor requirements;
- Evaluate and report to CEO, COO and Win Board of Directors on property performance.

Essential Skills/Experience

- A graduate degree is preferred, but not required (depending on prior work or academic experience). At least 8-10 years of experience in managing real estate projects independently is required, experience in the supportive and transitional housing area is also preferred
- Passionate about the Win mission generally and provision of supportive housing in particular;
- Supervisory experience
- Deep understanding of and significant experience with various affordable and supportive housing programs including low income housing tax credits, bond financing and other NY City, NY State and Federal housing programs
- Understanding and experience in affordable housing management and compliance requirements
- Ability to generate development and operating budgets utilizing Microsoft Excel;
- Highly organized, detail oriented and self-motivated;
- Excellent written, oral and email communication skills; and
- Local travel throughout all five boroughs of New York City required

If interested, please contact Jerry Mascuch prior to March 29, 2019 at:

gmascuch@winnyc.org

(212) 560-0225

Win, Inc. is an Equal Opportunity Employer that recruits and hires qualified candidates without regard to race, religion, sex, sexual orientation, gender identity, age, national origin, ancestry, citizenship, disability, or veteran status.

www.winnyc.org

