

Position Description: Associate Executive Director, Selfhelp Realty Group (SRG)

Department: Administration

Pay Grade: 00

Date: 12/02/19

Reports to: Executive Director SRG

Job Summary

Advises the Executive Director SRG in strategic planning, project planning, budgeting, and special projects for the company related to housing and real estate issues. Responsible for developing and implementing new projects as well as the structuring of SRG and its ongoing projects. Contributes to creating the next generation of affordable and mixed-income housing, mixed-use development, community innovation and social impact. Responsible for finding new real estate opportunities and serves as the primary contact to government agencies.

Job Responsibilities

Planning

1. Actively lead as a member of the SRG Team and report directly to the Executive Director.
2. Support the Executive Director in overseeing the ongoing work efforts of all Real Estate Development programs and personnel including administrative, funding, regulatory and legal obligations related to the company and the affordable housing portfolio.
3. Work hand-in-hand with the SRG Staff, Selfhelp Council members, management companies, federal, state and local housing agencies, lenders and consultants to create an effective strategy for the project implementation success.
4. Help to identify and create innovative funding and service models that further housing with services.
5. Collaborate and consult with SRG staff to develop initiatives that address program planning development needs relating to real estate and identify areas for expansion.
6. Coordinate the development and management of new real estate projects, including: finding new projects; analyzing feasibility; developing community planning strategies; negotiating with public and private entities; problem solving; and establishing and managing project schedules and budgets.
7. Represent the company in meetings and at public venues with architects, engineers, counsel, other design professionals, general contractors, building officials, accountants and others.
8. Coordinate plans and make recommendations relative to housing facilities, financing space and layout, workflow and staffing.

Financial

9. Oversee refinancing, new construction and other real estate opportunities, including leading development teams, negotiating with property owners and contractors, and managing the budgetary implications.
10. Accountable for the annual operating budgets for SRG; work with VP Asset Management to develop and review the housing companies' budgets and operations.
11. Work with VP Asset Management to ensure contractual relationships with property Management Companies including all rent increase submissions, approval for capital projects, etc. are working

efficiently and effectively.

12. Identify and coordinate programmatic governmental funding requests, in line with appropriate Federal, State and City financing programs for creating affordable senior housing choices.
13. Establish and implement project underwritings and projections for financial applications through project completion and oversee ongoing reporting.
14. Work with SRG staff to manage the due diligence, acquisition and closing and conversion processes, including design, equity & debt negotiations, permitting, and regulatory and agency review.
15. Deliver required reports to regulators and vendors on time.

External Communications

16. Be thoroughly familiar with all Selfhelp programs, especially those that relate to the provision of affordable housing and services.
17. Work with Selfhelp staff to assure that both the broad mission and the specific project goals are met for all SRG properties.
18. Serve as liaison with government funding sources to ensure housing policies and procedures and building operations meet standards and code compliance.
19. Oversee advocacy and government relations issues as related to real estate development.
20. Building and maintaining relationships with agencies and funders for new housing programs, including development partners, government officials and agencies, consultants, lenders, investors, community company's and other key stakeholders.
21. Attend community and city-wide meetings to represent the housing and real estate interests of SRG.
22. Serve as liaison with governmental bodies concerning the company.
23. Attend meetings with state and city officials, and represent SRG in dealings with other funding sources.
24. Develop and present oral and written reports to the Executive Director and outside constituents.
25. Serve on relevant internal and external boards and committees as required.
26. May serve on federal, state, city, company and professional committees.
27. Perform other duties as needed or requested.

Job Performance

Initiative and skills in planning and organizing:

1. Takes accountability for performance of job responsibilities with a minimum of supervision and advises supervisor of emergent issues.
2. Establishes effective work priorities and methods and uses time efficiently to complete work assignments thoroughly, accurately and within company time frames.

Cooperation

3. Demonstrates cooperation and collaborative work efforts that support others, is respectful of co-workers, communicates and acts as a team player, and promotes teamwork.

Exhibits adaptability, flexibility, self-control and maturity in work and behavior

4. Maintains stable performance and emotions when faced with opposition, pressure and/or stressful conditions; responds and acts appropriately to confrontational situations.

Interpersonal Skills

5. Interacts effectively and demonstrates the ability to get along with people at all levels.

Leadership

6. Sets positive, attainable expectations, objectives and goals for others within the company.
7. Takes action to enforce rules; confronts others about problems when necessary.
8. Empowers others by sharing responsibility to encourage a deep sense of commitment and ownership.
9. Demonstrates creativity and innovation.
10. Takes reasonable risks and accepts full accountability for actions taken.
11. Allows subordinates to take reasonable risks and accepts accountability for their actions.
12. Demonstrates a strong positive image of self and own skills, capabilities and judgment. Knows own strengths and weaknesses and acts accordingly. Copes well with pressure and ambiguity and adapts and learns from adversity.
13. Recognizes conflict situations, is a respected and trusted negotiator and knows whom to involve and when. Anticipates and is sensitive to the positions and reactions of others, gains commitment by persuasiveness and works toward solutions that benefit all.
14. Fosters the development of a common vision in others which provides a sense of purpose and direction and envisions the future of SRG.
15. Champions and anticipates change within and beyond the scope of own job and department and sets up needed systems and structures to support change.
16. Understands the changing environment; is able to identify external individuals and groups that are important to SRG and is able to deal with these constituencies successfully.
17. Understands how programs and services are often financially interdependent and develops sound financial plans and maintains good control of costs to meet budgets; seizes and promotes opportunities to generate new revenues.
18. Completes subordinate appraisals in timely manner.

Mission Standards

Company awareness and commitment

19. Knows and understands SRG's mission in relation to own position.
20. Understands the relationship of SRG to Selfhelp Community Services mission and activities.

Confidentiality

21. Protects and honors confidential information and applies HIPAA standards to include privacy and security of staff and client/patient information (electronic, written and verbal); respects coworker and client/patient 'right to privacy'.

Adherence to Selfhelp policies and procedures

22. Meets attendance and punctuality expectations.
23. Cooperates with scheduling requests to meet company needs.
24. Complies with all policies and procedures and acts in accordance with the Code of Conduct guidelines.

25. Follows company standards for verbal/written communication.
26. Attends annual in-service programs, including but not limited to OSHA, Code of Conduct and HIPAA compliance standards and seminars to fulfill requirements of position and company policies.
27. Adheres to infection control and safety policies, including education, reporting, and practice implementation specific to job position.

Selfhelp resource preservation

28. Maintains a safe, clean and neat work area.
29. Knows and understands the company's mission in relation to own position.

Communication Skills

Utilize effective communication skills

30. Openly exchanges information in a manner that is timely and easily understood.
31. Writes and speaks in a clear, concise manner.
32. Exercises effective listening skills and provides feedback.
33. Regularly reads and applies information to practice.
34. Uses language that expresses respect, patience and understanding in interactions with others.
35. Practices appropriate phone etiquette.

Personal/Professional Development

Continuing education, personal and professional development responsibilities

36. Maintains professional licensure/certification, where applicable.
37. Sets own development challenges and volunteers to learn.
38. Attends at least one job related training appropriate to individual job responsibilities to ensure maintenance or upgrade of the skills necessary to effectively perform job duties.
39. Ensures familiarity with and uses technology to enhance and facilitate job functions and quality.

Problem Solving

Exhibit critical thinking for continuous improvement of services.

40. Recognizes complex concepts and relationships in situations and is able to focus on the key issues. Applies creativity and accurate logic in solving problems and demonstrates the ability to make decisions independently.
41. Continuously analyzes work processes and makes suggestions for improvement.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Candidate must have proven understanding of affordable housing finance and experience working with various types of public and private real estate funding and federal, state and city housing programs. Superb written, verbal and presentation skills. Excellent financial modeling and analysis experience. Ability to problem solve and manage several projects simultaneously through self-motivation, high energy, flexibility and excellent skills. Self-motivated, follow-through, focused and detail oriented with a high sense of transparency and urgency. Interest and ability to travel, when needed.

EDUCATION AND/OR EXPERIENCE: Bachelor's degree, Master's Degree with applicable concentrations strongly preferred or equivalent working experience. Minimum of 8 years of significant, relevant experience in real estate development, management, and financing, with an emphasis on affordable senior housing. 5 to 7 years senior management experience with a strong demonstrated ability to build and direct effective teams to manage major development projects. Interpersonal skills a must.

LANGUAGE SKILLS: Ability to read analyze, and interpret complex documents. Ability to respond effectively to sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

SUPERVISORY RESPONSIBILITIES: Supervises one or more employees in the Group. Where applicable, manages one or more subordinate supervisor(s) who manage one or more employees. Carries out supervisory responsibilities in accordance with the company's policies and applicable laws. Responsibilities may include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to sit, to talk or hear, to use hands to finger, handle or feel. The employee is occasionally required to reach with hands and arms, to stand or walk, to climb or balance, to stoop, kneel, crouch or crawl, to taste or smell, lift and/or move up to 10 pounds and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT: While performing the duties of this job the employee is occasionally exposed to wet and/or humid conditions, to extreme cold and/or extreme heat, to high, precarious places, to moving mechanical parts and toxic or caustic chemicals, to fumes or airborne particles, to risk of electrical shock to outside weather conditions and has occasional risk of exposure to pathogens. The noise level in the work environment is usually moderate.

OTHER SKILLS AND ABILITIES: Knowledge of computers and presentation skills a must.

OTHER QUALIFICATIONS: Must be able to travel; flexible schedule required.

Print Name

Date

Signature