**Vice President for Real Estate**

**Job Description**

ICL is a 35-year old non-profit organization that provides a wide range of services, residential programs and supported housing to individuals with mental or developmental disabilities. It operates one of the largest networks of residences in NY State operating in all five NYC boroughs with a concentration of projects in Brooklyn. We have an extensive pipeline of new supportive/affordable housing projects that are in construction or planning stages, and are looking to build-out our in-house housing development infrastructure. The Vice President for Real Estate would report to the CFO and would have responsibility for overseeing all of ICL’s real estate development initiatives and activities.

**Responsibilities:**

* Identify new development opportunities, including partnerships with non-profit and for-profit affordable/supportive housing sponsors.
* Assess feasibility of potential new development projects, and conduct due diligence.
* Sustain ongoing pipeline of development projects.
* Assemble and manage project development teams from project initiation through construction closing.
* Structure project financing, prepare initial underwriting and review with public funders.
* Apply for and secure required capital and operating/supportive services funding from public agencies and lenders.
* Apply for Low-income Housing Tax Credits, obtain needed allocations and secure equity from Syndicators.
* Oversee land use reviews (e.g., ULURP, rezoning, variances/special permits) that are required.
* Coordinate with ICL community outreach staff to ensure successful siting of new projects.
* Coordinate closings with Attorneys, public agencies, lenders and development team.
* Manage the conversion process from construction to permanent financing.
* Secure final 8609 tax credit allocations.
* Participate in construction kick-off process and ensure that all necessary permits and approvals are secured for a timely construction start.
* Oversee the general contractor bid list, bidding process, negotiations, and value engineering, if needed.
* Participate in the monthly construction requisition process in coordination with the Owner’s Representative and Architect.
* Help ensure that the project meets its budget and is completed within the projected schedule, and represent ICL on construction-related issues.
* Assist the GC, Architect and Owner’s Representative in obtaining the TCO and PCO.
* Assist ICL with all aspect of project start-up, including: lease-up of all apartments and commercial/community spaces, finalizing operating/services contracts (e.g., 15/15 and ESSHI), meeting operating break-even and stabilization of new projects.
* Oversee all operations of ICL’s supportive/affordable housing projects, including coordinating with ICL’s Facilities Department and Supportive Services Department.

**Knowledge, Skills and Abilities:**

* Excellent writing and communication skills
* Strong financial analysis and spreadsheet development skills
* Ability to collaborate with other team members to complete projects, often on accelerated schedules
* Working knowledge of NYC and NYS supportive and affordable financing programs
* Commitment to the mission of ICL’s housing programs

**Qualifications**

**Education:** Undergraduate degree in relevant area, and Graduate degree, preferred, in such areas as Planning, Public Administration and Real Estate.

**Experience**

A minimum of 7 years of progressively responsible experience in the supportive and affordable housing field in NYC or NYS.

Experience working in the non-profit, public sector or for-profit supportive and affordable housing space, with direct involvement in the development of new projects.

**Compensation/Benefits**

Very competitive salary plus an attractive benefit package including

* Generous paid time off
* Medical/Dental/ Vision Insurance
* Life Insurance
* 403B Retirement Plan with employer match
* Voluntary Benefits: Hospital, Accident, Short-Term Disability, Cancer
* Tuition Assistance and Paid Educational Leave