****

**MIDPEN HOUSING**

JOB DESCRIPTION

**JOB TITLE:** Senior Business Development Manager

**DEPARTMENT:** Development

**SUPERVISOR:** Director of Business Development

**FLSA STATUS:** Exempt

**UPDATED:**  February 2017

***Mission and Values***

*MidPen Housing is a non-profit organization that develops high-quality affordable housing communities, professionally manages the properties in those communities, and provides services to residents. The three affiliated corporations are MidPen Housing Corporation, MidPen Property Management Corporation, and MidPen Resident Services Corporation.*

*To provide safe, affordable housing of high quality to those in need; to establish stability and opportunity in the lives of residents; and to foster diverse communities that allow people from all ethnic, social and economic backgrounds to live in dignity, harmony and mutual respect.*

*We have established a list of core values which guide our work and culture: how we treat one another, our residents and our partners. We believe that upholding these values will help MidPen achieve operational excellence and will create an environment where employees feel valued and inspired to their best work. Our values are Integrity, Collaboration, Accountability, Respect and Excellence (ICARE).*

**Summary:**

The Senior Business Development Manager is responsible for managing and cultivating MidPen’s external partnerships with Cities and Counties, public agencies, corporations, nonprofits and faith based organizations to meet MidPen's Real Estate Development goals. The Senior Business Development Manager is also responsible for sourcing and analyzing opportunities for new construction and/or acquisition/rehabilitation projects, ensuring financially and operationally viable developments in a timely and cost-efficient manner, consistent with MidPen's risk management objectives. The Senior Business Development Manager is responsible for special projects as assigned and for training and mentoring interns and junior members of the Development Team.

**Job Description:**

*A. Lead implementation of MidPen's Business Development Strategy in fulfillment of MidPen’s mission and in a manner consistent with MidPen's Real Estate Development goals.*

*Priority Cities*

* With input from senior members of the MidPen Development team, develop, refine, and implement MidPen's Priority Cities Strategy in assigned regions, including identification and tracking of new partners, monitoring of potential opportunities, and development of new relationships.
* Oversee maintenance of MidPen's Resource Tracker by acquisitions analyst to ensure information is accurate and up to date regarding impact fees, housing resources, housing element status, and other key indicators of potential opportunities.

*RFP/RFQ*

* Monitor potential RFP/RFQ opportunities in MidPen’s region to ensure proactive and coordinated response.
* Identify internal and external resources necessary to respond to recommended RFP/RFQ opportunities.
* Lead team’s response through selection to ensure compliance with RFP/RFQ requirements.
* Participate in interviews and presentations as requested.

*B. As requested, lead strategic initiatives as identified by the Board of Directors of MidPen and the Executive Team, ensuring adherence to MidPen’s core values and mission.*

* + In consultation and collaboration with the VP of Real Estate Development, Director of Business Development, and MidPen’s CFO, develop business plan and implementation schedule for MidPen’s moderate income program including refinement of investment prospectus and fund offering for MidPen’s Debt/Equity Fund.
  + In collaboration with Director of Business Development, complete financial modeling work associated with alternative affordable housing deal structures, specifically mixed-income and acquisition/hold multifamily preservation opportunities.
  + In consultation and collaboration with the VP of Real Estate Development, lead MidPen’s strategic partnerships with the technology sector. Specific tasks to include negotiation of Memorandums of Understanding, preparation of targeted proposals that seek to maximize the benefit of community benefit agreements for affordable housing and leading MidPen’s implementation of such proposals including site identification, negotiation, due diligence and financial underwriting.
  + In collaboration with Director of Business Development, handle special projects to standardize acquisition tools, refine targeting strategies, analyze costs and cost control, and other streamlining tasks as assigned.

*C. Assist with general acquisitions in furtherance of MidPen’s Core and Plan B pipeline.*

*Site Identification & Acquisition*

* Identify sites in assigned regions for potential housing developments.
* Conduct site acquisition negotiations with property owners.
* Prepare Letters of Intent to property owners.
* Negotiate site acquisition documents.
* Provide support and overall guidance during the land acquisition process to ensure compliance with contractual obligations and schedule.

*Project Conceptualization & Feasibility Analysis*

* Assist and support junior staff in completion of site feasibility analysis including risk review of potential transactions.
* Review due diligence reports for potential sites and assist team in identifying potential areas of exposure for MidPen that requires mitigation or re-negotiation.
* Review, refine, and modify as necessary conceptual financial analysis for potential sites, in conformance with MidPen’s underwriting standards.
* Review, refine and modify as necessary the project’s critical path schedule ensuring key project milestones can be achieved.

*Project Financing*

* Lead team in preparation of initial funding applications for new prospects, as applicable.

*D. Represent MidPen (as Assigned).*

* + Represent the corporation before public bodies as needed.
  + Network with appropriate groups and individuals.
  + Develop and maintain positive relationships with all internal and external entities, including market rate developers with inclusionary requirements.
  + Provide technical assistance to other non-profit organizations.
  + Represent the organization at public hearings and other speaking engagements.
  + Participate or lead community outreach efforts.

*E. Mentoring and Management.*

* Mentor interns and less experienced project management staff.
* Be available for advice, meetings, and consultations.
* Review work of subordinate team members.
* Conduct formal group trainings as requested.
* Work with VP of Real Estate Development and Director of Business Development to develop systems and written procedures related to MidPen’s Business Development strategy, as requested.

***Performs other assignments as requested.***

**Qualifications:**

To perform this job successfully, an individual must be entrepreneurial and be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Graduate or Professional degree in Urban Planning, Community Development, Architecture, or related fields with an emphasis on real estate development; or commensurate education and experience.
* Minimum seven years prior development experience.
* Previous work experience managing personnel required.
* Thorough knowledge of Federal, State, Local, and Private sources of financing for low-income housing.
* Excellent written and oral communication skills, including demonstrated skill in making effective presentations at public forums and facilitating community group discussions.
* Strong negotiating skills and sound political judgment.
* Excellent organizational and project management skills.
* Ability to prepare in-depth financial feasibility analyses, conduct research, and prepare narrative reports and proposals.
* Knowledge of real estate and tax law as it pertains to the development of low income housing.
* Proven ability to work effectively with lenders, investors, public officials, and low-income tenants.
* Familiarity with standard architectural and construction practices and demonstrated ability to supervise effectively the design and construction of at least two low income housing developments in coordination with the Construction Manager.
* Strong computer skills, including Excel, Word, PowerPoint, and Project, and the ability to develop standard internal tax credit proformas and to train other staff in their use.
* Ability to work in fast-moving, flexible environment.
* Commitment to the goals and mission of the organization.

Related experience, education, and/or training may be substituted for the specific qualifications described above.

**My signature states that I have read and understand the requirements of this position.**

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_