

Position Specification



Director of Housing Development

04 March 2019

Carlson **Beck** advises **Burbank Housing** on the basis of an exclusive consulting engagement.

**POSITION SPECIFICATION**



**The Position: Director of Housing Development**

**Reports to: Chief Executive Officer**

**Location: Santa Rosa, California**

**THE ORGANIZATION**

***Mission***

Burbank Housing is a nonprofit organization dedicated to increasing the supply of housing in Sonoma County, California, so that people of all ages, backgrounds and special needs will have a better opportunity to live in decent and affordable housing. Organized in 1980, Burbank provides nonprofit housing development, ownership and property management services in Sonoma County.

Overview

Burbank Housing is the largest affordable housing developer in the North Bay, having built over 4500 units of both multifamily tax credit rental apartments and Below Market Rate homeownership projects. Burbank currently owns and manages over 3100 rental units in 65 properties. Historically based in Sonoma County, Burbank has expanded its geography in recent years to also include Napa County and currently has active projects in both counties.

 Burbank is a fully integrated development company with internal capacity for business development, entitlement, project management, construction, accounting and property management. Burbank serves a diverse client base of over 10,000 residents in properties ranging from farm worker housing, to permanent supportive housing and traditional low-income housing tax credit properties. Historically, Burbank has completed between 150-200 units of housing units per year. Burbank currently has over 1000 units in its development pipeline.

In 2017 a devastating fire engulfed the North Bay. Over 5200 homes were lost in Sonoma County alone. Since then Burbank has been actively engaged in rebuilding the North Bay. The availability of one-time disaster relief funding from the federal government has given Burbank the opportunity to expand its development pipeline.

*Organization Structure and Operations*

Burbank Housing is overseen by an 11-member board of directors. It has a staff of over 150 and has an annual administrative operating budget of $4 .5 million.

The senior management team is comprised of six members consisting of:

* Chief Executive Officer
* CFO
* Director of Housing Development
* Construction General Manager
* Director of Property Management
* Director of Communication and Fund Raising

More information about Burbank Housing can be found at [www.burbankhousing.org](http://www.burbankhousing.org).

**THE POSITION**

The Director of Housing Development oversees and directs the Development Department to create housing in an effective, systematic manner that is consistent with our organization’s mission and public purpose objectives. The Director of Housing Development (“Director”) objectives are to direct and manage all aspects of multifamily real estate project initiation and development such that the organization achieves its financial and organizational goals. This includes maintaining a solid pipeline of affordable housing projects and seeing those development projects through the entire cycle of development. This Director is the professional responsible for leading, mentoring and developing a best in class development team (the current team totals six FTE’s) This will be achieved by clearly communicating a vision and plan and collaborating across departments to ensure the achievement of organizational goals.

The Director is a member of the Burbank senior management team reporting directly to the CEO. S/he will work in concert and collaboration with the other members of the team and will also participate in longer term organizational strategic planning with the Board, CEO, and other key organization resources. The Director will represent the organization at industry events, with local and county officials, brokers, financial institutions and within the community.

**Duties and Responsibilities:**

* Oversee all aspects of project development from site acquisition to project close out.
* Maintain an up-to-date understanding of the finance, design and public approval issues for all projects in predevelopment and construction phases.
* Maintain master development schedule.
* Assign project responsibilities to Project Managers when new projects have been initiated.
* Set goals and milestones for Project Managers and other Development Department staff.
* Ensure that there are appropriate systems and processes in place to aid Project Managers including: schedules, checklists, budgets, and ongoing staff training.
* Establish and maintain regular meetings with Development Department staff.
* Work with other senior staff to create, update and implement Burbank’s Business Plan.
* Meet with senior staff to ensure clear and orderly communication between departments.
* Coordinate the use of consultants by the Development Department*.*
* Maintain regular reporting and consultation with the Chief Executive Officer.
* Advises CEO on new acquisition opportunities and prepares analyses for CEO’s review
* Anticipate future acquisition needs and maintain relationships with brokers, consultants, developers and property owners.
* Maintain understanding of local funding availability in each jurisdiction.
* Respond to RFQ’s and RFP’s for development opportunities in local jurisdictions.
* Maintain relationships with acquisition and predevelopment lenders, both public and private.
* Coordinate the preparation of all purchase offers including negotiating acquisition terms and conditions; initiate escrow process and oversee completion of all due diligence activities.
* Coordinate the transfer of rehabilitation/refinance projects from the Asset Manager to Development Department for assignment to Project Managers.
* Assist the CEO by representing Burbank Housing in public meetings and hearings.
* Coordinate resale brokers activities
* Analyze the existing portfolio for opportunities to refinance or otherwise reposition company owned assets

**CANDIDATE QUALIFICATIONS/EXPERIENCE**

**Experience:** At least five years’ experience in non-profit housing development preferred. Experience or training in supervision required.

Excellent supervisory and delegation skills.

Proven team building experience.

Ability to work cooperatively and effectively with a diverse group of people.

Strong oral and written communication skills.

Self-directed organizational and time management skills.

Commitment & enthusiasm toward achieving Burbank Housing’s Mission and Vision Statements.

Strong PC experience and competency using standard business applications

**Education:** BA degree with graduate work in finance, business administration, public administration, real estate development or organizational studies preferred.

**COMPETENCIES/ATTRIBUTES**

The successful candidate will have:

* Ability to read, interpret, and analyze written budgets and financial documents.
* Experience and understanding of how tax credit financing works
* Ability to competently present information and respond to questions from groups and individuals including making presentation in public forums before elected and appointed officials.
* Ability to understand basic construction information
* Ability to interpret and create spreadsheets using Excel.
* Experience with and the ability to interpret government regulations.
* Ability to collect data, establish facts and draw valid conclusions.
* Possession of a valid California Driver’s License, a good driving record, and automobile insurance per requirements of the State of California.

**Physical Demands:** While performing the duties of this job, employee is regularly required to walk; sit; use hands to handle objects/operate keyboards, tools or controls; reach with hands and arms both above the shoulder and below the waist; lift and or carry up to 20 pounds; stoop; kneel and crouch; talk and hear.

**Work Environment:** The noise level in the work environment is usually moderate.

**COMPENSATION**

A competitive compensation package, including a comprehensive benefits package, will be offered, commensurate with experience.

**Heidi Holzhauer** **Claire LeTard**

*Partner* *Principal*

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