

## **Development Director (Affordable Housing)**

**Location/Work Mode:** Fargo, ND • Onsite

**Employment Type:** Full-Time, Exempt

**Salary Range:** \$102,000 - \$189,400 annually

**Benefits:** Comprehensive, competitive benefits package

**Reports to:** Chief Executive Officer

**Supervises:** Development Team

**Travel:** Up to 25%

**Application Deadline:** Applications reviews as received – Open until filled.

### **About Beyond Shelter, Inc.**

A nonprofit developer of affordable housing

**Mission:** *Impacting Lives through the Power of Housing*

**Core Values:** We connect with purpose · We do what's right · We raise the bar · We win together

### **Position Summary**

First and foremost, the Development Director provides LMA - Leadership, Management, and Accountability to Beyond Shelter's affordable housing development team. The role requires strong project management, funding application expertise, and the ability to coordinate across internal teams, external partners, and regulatory agencies to keep projects strategically positioned and on schedule, while strengthening high-trust relationships with agencies, lenders, municipalities, co-developers, contractors, and community partners. The Director sets an ownership tone; acting early, asking for what's needed, and moving decisions forward, and fosters an environment where demanding work is energizing, teammates enjoy working together, and progress is celebrated.

### **Core Responsibilities**

- Lead and oversee all affordable housing development projects through the full life cycle, from concept through placed-in-service; put clear plans, checklists, and checkpoints in place and use them.
- Build and refine core processes so the Development team can scale execution and quality.
- Prepare/manage funding applications (LIHTC, HOME, HIF, CDBG, etc.) with accuracy, timeliness, and compliance.
- Own contracts and closings: track and execute contracts, options, and agreements without lapses; manage due diligence and closings with counsel.
- Provide quality control for narratives, sources and uses, pro formas, and application materials; "sweat the details."
- Supervise and mentor Developers with clear metrics, coaching, and accountability (LMA).
- Coordinate relationships with state housing agencies, HUD, investors, lenders, municipalities, and community partners with clear, timely communication.

- Anticipate risks, develop mitigation strategies, and keep projects on schedule and budget under hard deadlines.

### Key Competencies

- **Relationships Matter (Primary):** Builds and sustains high-trust relationships with agencies, lenders, municipalities, co-developers, contractors, and community partners through clarity, reliability, and consistent follow-through.
- **Driven (Ownership Mindset):** Takes initiative; asks for clarity; presents clear options with pros/cons and a recommendation; makes timely decisions; keeps others informed without being asked; moves work forward.
- **Visionary (Altitude Agility):** Operates comfortably at multiple altitudes—from 50,000’ big-picture strategy to 100’ details—then back up to drive decisions and next steps.
- **Deadline Discipline:** Manages multiple hard deadlines without slippage.
- **Detail Discipline:** Notices and resolves issues early, you live in the details.
- **Oversight & Accountability:** Ensures accuracy and completeness in complex submissions.
- **Strategic Thinking:** Ability to analyze funding opportunities, align applications with priorities, and maximize scoring potential.
- **Leadership & Team Management:** Experience supervising a team, coaches well, delegates effectively, and fosters collaboration.
- **Communication:** Clear, professional, and persuasive in both written and verbal formats; tailors messages for internal teams, external partners, and the Board.
- **Problem Solving:** Anticipates challenges and proactively develops solutions.

### Qualifications

- Bachelor’s degree in real estate, business, finance, architecture, construction, planning, public administration, or a related field (Master’s preferred).
- 5–7+ years in real estate/affordable housing development, real estate finance, or related field.
- Proven ability to lead real estate developments through site planning, entitlement, design, permitting, construction, and placed-in-service.
- Proven relationship outcomes with agencies/lenders/municipalities (e.g., competitive awards, timely approvals, smooth closings, strong references).
- Demonstrated success preparing and securing competitive funding applications (LIHTC strongly preferred).
- Familiarity with federal, state, and local housing programs and compliance requirements.
- **Contracts & Legal:** Hands-on experience reading, interpreting, and operationalizing legal documents (purchase/option agreements, construction contracts, architect/consulting agreements, LLC/LLLP entity formation, Limited Partnership Agreements, and loan documents); collaborates effectively with counsel through diligence and closings.

- Finance: Sources & uses, pro forma modeling, sensitivity analysis, forecasting, underwriting, capital stacks, return analysis, and cost control/tracking; ability to read audited financials, balance sheets, and income statements.
- Tools: Advanced Excel/pro formas; proficiency with Microsoft Teams and SharePoint.
- Track record building core processes for a development team.

### **Leadership & Culture Fit**

- Mission-driven and aligned with Beyond Shelter's values.
- Hands-on, detail-oriented, and accountable under hard deadlines.
- Balances urgency with collaboration.
- Committed to building resilient, high-performing teams.
- Enjoys challenging work and the people doing it; brings positive energy and celebrates wins.
- Traction (EOS) – GWC: We hire for Get it, Want it, Capacity to do it. A “no” on any is not the right seat. This role requires precision, deadlines, and oversight—every day.

### **How to Apply**

Send your resume and a brief cover letter describing a complex housing project you led (financing structure, timeline, risk/compliance approach) to

[sleach@beyondshelterinc.com](mailto:sleach@beyondshelterinc.com). Subject: **Development Director – Your Name**.

**EOE:** Beyond Shelter, Inc. is an Equal Opportunity Employer.