

JOB DESCRIPTION
BEYOND SHELTER, INC.

JOB TITLE: Development Director

FLSA: Exempt

Wage Range: \$84,900 - \$157,700

REPORTS TO: Chief Executive Officer

STATUS: Permanent Full-Time

SUPERVISION EXERCISED: Development Team

MISSION OF BEYOND SHELTER, INC:

Improving Lives and Creating Communities by Developing and Sustaining Housing for Those Most in Need.

JOB PURPOSE:

Provide guidance and direction in the work of the BSI Development Team in developing attractive and fiscally sound affordable housing. To promote BSI, its mission and activities, and its varied community partners.

ESSENTIAL FUNCTIONS:

- A. Leadership: Provide direction and promote commitment to the objectives of the BSI Development Team and community partners in the affordable housing market. Tasks associated with this responsibility may include:
1. Work with the CEO to determine the ideal structure of the Development Team for future growth and mission attainment
 2. Lead in the development of policies and procedures to provide consistency of operations and adoption of best practices of the development team. (i.e. onboarding and training of employees, operating procedures, website utilization)
 3. Cultivate in development team members commitment to effective and efficient accomplishment of organizational objectives
 4. Model establishing and protecting the integrity and reputation of BSI in the affordable housing community
 5. Represent BSI in community planning, negotiations, public relations, and other public events, as appropriate
 6. Participate in ongoing self and team development regarding best practices and industry trends
 7. Conduct weekly team meetings
- B. Development: Take the lead as a BSI team member in the development of properties that meet the community's varied needs for affordable housing. Tasks associated with this responsibility may include:
1. Prepare monthly reports regarding overall project development budget status for CEO
 2. Assessing and monitoring of housing needs in the region
 3. Identifying potential sites, investors, builders, and other community partners and coordinating communications, budgets, funding, compliance, and public relations regarding specific projects
 4. Construct and review funding applications, contracts, and lender and investor proposals for contractual and financial accuracy and overall verification of details

5. Prepare cash-flow analysis for development projects. Participate in clarification of accounting transitions from pre-development to development, to cost certification, to project operation
6. Identify and analyze BSI's exposure and risk, including financial, political and community aspects
7. Summarize terms of all financial agreements for use by BSI development, asset management and finance teams
8. Working with BSI team and community partners in coordinating efforts and assisting where needed

C. Public Relations: Promote BSI and each development project to the community and project stakeholders. Tasks associated with this responsibility may include:

Beyond Shelter, Inc.

1. Ensure a meaningful web presence through website and social media development, reporting user statistics and impact to the CEO
2. Review creation and distribution of marketing materials by the development team
3. Attend conferences, vendor shows and other events to promote BSI and its activities
4. Ensure press releases and public functions [groundbreaking ceremonies, grand openings, tours, etc.] appropriately identify BSI and its partners
5. Advise and supervise the promotional work of the development team

Development Projects:

6. Creating or overseeing creation of promotional events for key stages of each project
7. Ensuring press releases and public functions [groundbreaking ceremonies, grand openings, tours, etc.] appropriately identify BSI and its partners
8. Actively participating as a BSI development team member in identifying and creating marketing materials
9. Utilization of the BSI website and social media

D. Administration: Oversee the Development Team of BSI. Coordinate the various activities and responsibilities of the Development Team. Tasks associated with these responsibilities may include:

1. Initiate and maintain communication with the full BSI team during feasibility, funding, project development and close-out activities
2. Participate in the recruitment, interviewing, selection, onboarding, and training processes for all development team member positions
3. Coordinate the development teamwork activities through team meetings, shared responsibilities, mutual trust, respectful communications, and positive role modeling
4. Cultivate a positive and respectful work environment which permeates development team member interactions and partner relationships
5. Cross train development team members in the tasks and responsibilities of various team member roles
6. Provide performance feedback and document performance management of development team members

E. BSI Team Accountabilities: Support the team and the mission of Beyond Shelter, Inc. Expectations in support of this include:

1. Taking a leadership role in the affordable housing community to identify opportunities and overcome challenges in fulfilling our mission
2. Communicating in a timely and respectful manner with all BSI team members and community partners
3. Cross train, as deemed appropriate by the CEO, in the tasks and responsibilities of various team member roles, including that of the CEO
4. Maintaining and safeguarding appropriate confidentiality and accuracy of all financial transactions among the varied community partners contracting with BSI
5. Seeking out opportunities for professional development and community networking through continuing education and attendance at professional conferences
6. Establishing and protecting the integrity and reputation of BSI in the affordable housing community
7. Follow all BSI procedures and policies as outlined in the BSI Handbook and related documents

MINIMUM REQUIREMENTS:

Education: Bachelor's degree in business, public administration, finance, urban planning, or a related field

Experience: Five years of progressively responsible administrative experience in management, finances, planning, budgeting, or operations of real estate development projects, preferably within a housing development entity

Hold or attain Certification in NDC Training

Valid driving license and proof of automobile insurance coverage

Must pass criminal background investigation, credit check, and driving record review

KNOWLEDGE, SKILLS, AND ABILITIES:

- Proven ability to manage multiple projects at various stages of development
- Proven ability to perform a variety of work requiring independent judgment
- Proven ability to multitask, work under pressure and meet deadlines
- Comprehensive understanding of the Code of Federal Regulations related to Government financing sources
- Proven ability to develop, understand and analyze complex financial records and reports
- Ability to lead effectively within a team-based working environment with co-workers, development partners, other agencies, and the public
- Ability to motivate, develop, and guide team members, identifying the best people for the varied tasks and projects undertaken by the Development Team of BSI
- Ability to communicate clearly to team, co-workers, development partners, other agencies, and the Board of Directors
- Working knowledge of current office methods and procedures including appropriate computer hardware and software

Equipment operated: Laptop/Tablet and personal computer, calculator, cell phone, copier, scanner

PHYSICAL/ENVIRONMENTAL REQUIREMENTS:

Communicating clearly, seeing/observing, hearing/listening, thinking, concentrating, reading, fingering, handling, feeling. Typically, sedentary work exerting up to 10 pounds of force occasionally. Work is primarily in a climate-controlled area with office equipment level of noise. Position requires visits to construction sites or occasional community gatherings. Periodic weekend or evening work is expected. Position requires up to 25% travel.

DISCLAIMER/CALL TO ACTION

Responsibilities and duties described represent the general nature and level of work for this position. Employees are expected to be fluid and nimble in seeking out and accepting new tasks to fulfill BSI's mission. Physical requirements are guidelines, but reasonable accommodations under the Americans with Disabilities Act (ADA) will be considered upon request.

Beyond Shelter Inc. is an equal opportunity employer and complies with all fair employment practices and laws. We are committed to providing a workplace free from unlawful discrimination and harassment against employees, applicants or other persons by co-workers, supervisors, managers, or third parties.

Approved by: Daniel Madler
CEO

Revised by: *MSUM Compensation and Benefits Class*

Updated: November 21, 2022