



THE OPPORTUNITY:

Growing District of Columbia-based company with a focus on the use of creative financing tools to create best-in-class affordable housing and community-based facilities seeks a **Development Director** to function as the “project CEO” for development pipeline and expansion into New York City.

ABOUT DANTES PARTNERS:

[Dantes Partners](#) (DP) plans, finances and builds affordable housing and livable neighborhoods by arranging necessary public and private resources and by working with community leaders to structure the organizational, civic and financial support required to make projects successful. DP also provides consulting services for both for profit and non-profit organizations involved in the creation and preservation of affordable housing as well as community and economic development. Since its founding in 2006, Dantes Partners has closed on approximately \$780M in complex financing that produced over 2,300 units of affordable/workforce housing.

POSITION DESCRIPTION:

The Development Director will be primarily responsible leading DP’s expansion into New York City by leading all aspects of planning, financing and implementation of DP’s current NYC pipeline. These efforts will include serving as the day-to-day contact and liaison with applicable housing finance agencies (NYCHA, HDC, HPD et al) and other stakeholders within the communities where the developments are located. In addition, the Development Director will lead efforts to securing funding for projects, which would include preparing funding applications and working with potential lenders to secure loans or other financing as may be appropriate; lead community meetings; oversee construction of renovations/new construction; and actively engage in business development efforts. The Development Director will be the development “CEO” and an overall great team player.

RESPONSIBILITIES:

The Development Director will be responsible for assisting in the creation of and, ultimately, the execution of the business plans for DP's NYC developments. Additional responsibilities include:

- Providing analytical support with minimal supervision while insuring the integrity and accuracy of financial data used to make critical financing and investment decisions
- Building and maintaining development budgets, including property cash flows and operations in Excel
- Overseeing all necessary predevelopment work including surveys, appraisals, title work, environmental, etc.
- Coordinating and overseeing the work of project teams, which may comprise architects, urban planners, engineers, contractors, attorneys, lenders, investors, property managers etc.
- Managing the planning, design, bid/award, and construction process to ensure that projects conform to quality standards, and are on time, and within budget
- Ensuring compliance with all funding requirements as applicable including but not limited to MWBE requirement, Section 3, etc.
- Responding to Request for Proposals for development projects
- Using online databases and various market data to provide relevant market information
- Underwriting valuations and the impact of financing on commercial real estate
- Prepare financing memoranda that include business plans, graphics, market information, and financial information
- Leading all community engagement efforts
- Assisting with any community, resident or management issues
- Managing multiple tasks on a daily basis and deliver under tight deadlines in a demanding work environment
- Collecting and distributing due diligence materials for loan closing
- Various ad hoc assignments

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Business or Finance related field with five (5) or more years of work experience in the field of housing, real estate finance and/or community development OR a Graduate Degree with at least two years of work experience in a field related to real estate development and/or construction
- Experience in real estate development, financial modeling, acquiring land, and managing design and construction of affordable housing
- Excellent written and verbal communications are required
- Proficiency in Microsoft Office Suite: Excel, Word, Outlook

SUCCESSFUL CANDIDATES WILL POSSESS THE FOLLOWING ATTRIBUTES:

- An entrepreneurial spirit;
- Proactive and extremely responsive;
- Personable with a good sense of humor
- Strong financial and analytical skills
- Broad-based understanding of project management with strong planning and a “detail oriented” focus
- Experience with funding programs for subsidized housing
- Experience with working with City, State, and Federal Agencies in connection with real estate development
- Understanding of fundamental real estate terminology
- Demonstrated commitment to the mission, philosophy and vision of Dantes Partners and community development work
- Energy and commitment to work in an entrepreneurial environment with the ability to prioritize responsibilities
- Strong organizational skills
- Demonstrated ability to work effectively with a wide range people and organizations
- Ability to clearly, concisely write a business plan
- Ability to work under pressure, in a time sensitive environment, delivering timely and accurate work
- Ability to understand and troubleshoot complex financial models
- Ability to create new complex models
- Ability to write clearly and informatively and present numerical data effectively

ADA SPECIFICATIONS (Physical demands that must be met to successfully complete the essential functions of the job)

- While largely sedentary, this position requires the ability to sit, stand, and lift up to 20 lbs., speak, and hear, sometimes for extended periods of time.
- Requires the ability to use a computer and office equipment traditionally found in office settings.
- Requires the periodic ability to travel regionally, on behalf of the company.

CORRESPONDENCE:

Interested parties should forward a current resume and cover letter to corey@dantespartners.com with the subject line “Dantes Partners – Development Director, NYC”.

Dantes Partners is an equal opportunity employer.