



Job Description

Chief Real Estate Officer

I. Overview:

Category	Information
Job Title	Chief Real Estate Officer
Division	Real Estate
Department (if any)	Housing Development
Status	Exempt (Full time)
Hours	45 hours per week (average)
Supervisor/ Reporting	Executive Director
Supervisory Responsibilities	Oversee the Real Estate Division

II. Description

The Chief Real Estate Officer oversees and manages all aspects of Many Mansions' Real Estate Division ("Division"), including all real estate activity other than property management and regulatory compliance. Such management includes the development of new affordable housing projects, affordable housing consulting, portfolio and asset management, business development, and community and public relations. Specifically, the Chief Real Estate Officer will be responsible for leading all aspects of acquisition and development projects including, but not limited to, acquisitions, underwriting, entitlements, design, financial analysis and modeling, due diligence, legal oversight, budgeting, financing, applying for, processing, and obtaining Low Income Housing Tax Credit allocations, and construction.

The Chief Real Estate Officer is a key member of the senior management team, must be a responsible and responsive business manager, and must promote the

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organization’s vision, mission, goals, and objectives. This position works closely with the Executive Director, Executive Vice President, President, and the Many Mansions Board of Directors and is one of the organization’s primary spokesperson and representative.

III. Essential Job Duties & Responsibilities:

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The duties of the position of Chief Real Estate Officer includes, but are not limited to, the following:

No.	Essential Duty or Responsibility
1	Oversees the Real Estate Division, including its departments and all of its assigned duties, tasks, and areas of responsibility.
2	Oversees the direct supervision of Real Estate Directors, and Associate Directors and indirectly supervises all Real Estate staff members in the Real Estate Division. The Chief Real Estate Officer is responsible for developing and implementing policies and procedures, hiring, training, supervision, job assignments, compensation, discipline, employee relations, evaluations, and promotions.
3	Assists with identifying and assessing the feasibility (e.g., due diligence, financing, design, land use, sustainability, and construction or rehabilitation) of new affordable housing projects. Further, the Chief Real Estate Officer recommends major operating and financial decisions for approval.
4	Responsible for keeping all real estate projects on schedule and within budget. On an ongoing basis, assess project risk and recommend strategies to mitigate.
5	Acts as a spokesperson for the organization. Engages with the community and the organization’s stakeholders to communicate its mission, its objectives, its operations, its programs, and its value to the community. Serves and participates in outside organizations and activities to engage and promote the mission and relations of the organization.

No.	Essential Duty or Responsibility
6	Provides general periodic reports and analysis upon the status, condition, operations, and direction of the Many Mansions' Real Estate Division, including its various departments and activities, and including the preparation of certain regulatory reports, disclosures, audits, and financial statements, as required (e.g. HOME reports, CTAC reports, etc.).
7	Communicates with the Executive Director, Executive Vice President, President, and the Board of Directors regarding the status of projects.
8	Other duties as assigned.

IV. Qualifications & Conditions:

Category	Qualification or Condition
Communication	<p>Possesses excellent communications skills, including but not limited to, the ability –</p> <ul style="list-style-type: none"> • To speak and write clearly, meaningfully, and persuasively; • To speak, listen, and respond effectively with and among staff, agencies, residents, donors, lenders, investors, partners, and community members; and • To give presentations and speak effectively before groups and organizations.
Computer Skills	Has proficiency in computer and computer applications, including Microsoft Office programs (Word, Excel, PowerPoint, and Outlook), Yardi, and Internet resources.
Driving	<p>Driving is required for this position.</p> <p>Therefore, the staff member must have the legal ability to drive a motor vehicle in California, proof of a valid California driver's license, and adequate motor vehicle insurance.</p>

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Category	Qualification or Condition
Education, Experience, & Certifications	<p>Has substantial education and experience in California multifamily affordable housing development. This includes, but is not limited to, --</p> <ul style="list-style-type: none"> • Master’s degree or higher from an accredited four-year college or university and at least 7 years of experience in the field of affordable multifamily housing development. • Affordable housing, real estate, construction, or other related certifications/licenses highly desirable.
Leadership & Other Skills	<p>Minimum 4 years supervisory experience required. Has a demonstrated ability to work well with others and provide leadership. Must be self-motivated, creative, and have ability to set priorities independently. Must be able to adhere to all company policies and procedures, in addition to all Federal, State, and local laws and regulations.</p>
Mathematical & Reasoning Skills	<p>Possesses excellent mathematical and reasoning skills. This includes, but is not limited to, the ability to perform complex mathematical skills (e.g. real estate finance calculations), the ability to resolve practical problems and deal with a variety of concrete variables in situations where only limited information exists, and the ability to interpret data and/or instructions.</p>
Physical Demands	<p>While performing the duties of this job, the staff member is regularly required to sit, use hands to finger, handle, or feel objects, tools and/or controls, talk and hear. The staff member is occasionally required to stand, walk, and reach using feet, legs, back, arms and hands. The staff member must be able to lift and/or move up to 20-40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and the ability to adjust focus.</p>

Category	Qualification or Condition
Work Environment	<p data-bbox="570 226 1333 296">This job position has a moderate to high stress work environment.</p> <p data-bbox="570 338 1365 485">The work environment may have frequent interruptions, time constraints, and emotional demands. Noise level is low to moderate. The corporate culture is friendly and goal oriented.</p> <p data-bbox="570 527 1365 632">The work environment characteristics described here are representative of those a staff member encounters while performing the essential functions of this job.</p> <p data-bbox="570 674 1349 737">There must be willingness and an ability to work nights and weekends, as needed.</p>

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and functions.

Certifications

A copy of this Job Description was given to the staff member.

Date: _____
_____ (Supervisor or Human Resources)

I received a copy of this Job Description.

Date: _____
_____ (Staff Member)