Job Title: Director of Development Date: July 2018

Full Time Position

Company: Bronx Pro Group

Location: Bronx, NY

Seeking experienced senior manager to oversee the preservation and new construction of affordable housing in New York City. The position will manage broad aspects of the development process including land acquisition, planning and design, securing entitlement/zoning approvals, project due diligence, scheduling, budgeting/underwriting and reporting. Responsibilities will also include staff management of project and assistant project managers.

Job Responsibilities:

* Work in partnership with Principals to lead development in coordination with the Architect, General Contractor, Engineers, & Consultants, and Marketing team.
* Support the research, target, and assist in acquisition of new assets
* Structure new projects, maintain budgets, underwriting and cash flow projections
* Coordinate the submission of due diligence to government agencies, lenders and investors
* Develop and monitor project schedules and regularly report on milestones and status
* Oversee project funding and disbursement requirements, cost certifications, permanent loan closing process and 8609’s
* Oversee the project marketing and staff
* Lead and manage responses to Requests for Proposals and Requests for Qualification
* Establish and maintain business relationships

Qualifications required:

* 4 Year college degree (Masters in a related field is preferred)
* 5-10 years of experience in affordable housing, development or related experience
* Real estate finance background preferred with expertise in low income housing tax credits and bond finance.
* Strong working knowledge of building design, development and project management processes and procedures, scheduling, budgeting, and program implementation
* Experience with green building and NYC DOB (preferred)
* Highly organized, detail oriented and self-motivated
* Strong leadership and interpersonal skill, proactive and collaborative and able to meet deadlines
* Ability to handle multiple projects simultaneously and meet deadlines
* Excellent verbal and written communication skills
* Strong MS Office Skills – focus on Excel
* Passionate about the affordable housing industry
* Ability to work extended hours when necessary
* Be able to travel throughout NYC to our construction development projects.

Resume’s to be submitted to Samantha Magistro: smagistro@bronxprogroup.com

*Bronx Pro Group is a NYC based firm engaged in real estate development, construction, property management and resident services. To date, Bronx Pro has developed more than 2,500 units of affordable housing through various New York City Housing Programs. Currently, the company has over 500 units in pre-development. Bronx Pro is a social-minded company committed to ensuring that New York City families live in beautiful, affordable homes.*