



Position Title: Chief Real Estate Officer
Department: Housing Development
Classification: Fulltime, Exempt
Supervisor: Chief Executive Officer

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities or requirements of this position. Employees are expected to perform other duties and functions as assigned or requested to further support the organization's mission.

Position Summary

Under the direction of the Chief Executive Officer, the Chief Real Estate Officer is responsible for leading the activities related to the organization's housing development, including but not limited to: site identification and external partner relationship building; preparation and completion of financing applications and proposals; coordination of architectural designs; preparation of project budgets and schedules; oversight of the construction process and successful transition of projects from construction to operation. The Chief Real Estate Officer also provides staff support for the Housing Development Committee of the Board of Directors.

Essential Position Responsibilities

- Make recommendations to the Chief Executive Officer, the Board's Housing Development Committee and the Board of Directors with respect to the development and financing of affordable housing.
- Identify and mitigate risks associated with real estate development.
- Build HCHC's pipeline of new affordable housing developments.
- Initiate and maintain professional relationships with public agencies, elected officials, funders, investors, community members, partners and various stakeholders.
- Negotiate with equity investor partners on investment terms and conditions of low income housing tax credits projects and on-going communication with public and private lenders to secure and close financing sources.
- Implement government policies affecting housing, community facilities, land use and zoning.
- Review proformas and other financial tracking tools to manage projects and provide cost control to affordable housing development.
- Ensure the successful transition of HCHC's projects from construction to operation by coordinating with Property and Asset Management.

Other Responsibilities

- Actively participate as a member of the senior management team to oversee and implement strategies to meet the Company's short- and long-term objectives.
- Assist with other projects and duties as needed.

Supervisory Responsibilities

- Provide leadership and management consistent with the organization's Employee Handbook, mission and values statements and strategic plan priorities.
- Hire, train, supervise and conduct performance evaluations for staff in the housing development department. Guide the professional development of housing development team members.
- Evaluate the quality of services and pricing offered by vendors and independent contractors (IC).
- Negotiate with and select vendors and ICs and oversee their performance and work product.

Education and Experience

- Master's degree in Business Administration, Real Estate Development, Urban and Regional Planning or related field.
- Minimum of ten years of related experience.
- Minimum of five years of leadership experience managing a Housing Development team.

Required Competencies

- Expert knowledge Microsoft suite of software programs.
- Excellent communication and interpersonal skills to collaborate with internal and external stakeholders, manage relationships with vendors and lead the housing development team.
- Leadership skills to motivate staff to achieve top performance and to implement changes.
- Demonstrate leadership, teamwork and professionalism with a positive attitude.

Physical Requirements

This position requires daily use of office equipment. May need to lift up to 20 pounds. HCHC recommends employees to be vaccinated for COVID-19.

Work Environment

HCHC is hybrid environment and requires staff to be in the office multiple days per work week, specifically 16 hours per week, and new hires will be required to come into the office a minimum of 24 hours per week during their Introductory Period. The employee is expected to maintain availability and responsiveness during normal business hours on remote workdays, utilizing email, phone, and virtual meetings to ensure effective communication and collaboration with colleagues. The employee must be able to maintain their focus on duties in an environment with interruptions and distractions.

Travel Requirements

Periodic travel within Los Angeles County for meetings and trainings. Infrequent travel outside of Los Angeles County by car or airplane for trainings, meetings and conferences.

Salary Range

\$180,000 to \$220,000 annually. Hiring rates are determined by skills, knowledge, experience, and internal equity.

Apply

Please submit your resume to apace@hollywoodhousing.org, with the subject line: HCHC Chief Real Estate Officer.