

Director of Development (SHA)

This member of the Executive Management Team has the oversight and ultimate responsibility for creating well-designed and financially sustainable affordable and market-rate housing. The Director of Development will lead all development activities for the Syracuse Housing Authority, providing management and oversight of our development staff. Department activities encompass all facets of housing development, including site identification, project feasibility evaluation, applying for and securing financing, and construction supervision. The position is also responsible for developing the long-term vision and strategic planning for the development team. Work is performed under the general supervision of an administrative superior with a considerable amount of leeway for the exercise of independent judgment in fulfilling work assignments. General supervision is exercised over a small number of professional staff. Does related work as required.

TYPICAL WORK ACTIVITIES

Strategic Management

- Participates in the identification, feasibility analysis, and negotiation of real estate acquisitions;
- Sources and analyzes the feasibility of potential development sites and evaluates associated development schemes;
- Develops plans for successful development of affordable housing projects, including extensive financial investment analysis, pro-forma modeling of new developments, opportunistic investment strategies, and potential acquisition opportunities;
- Provides development strategies for current and future development projects and HUD programs such as Rental Assistance Demonstration (RAD), Low-Income Housing Tax Credits (LIHTC), Mixed Finance (MF), Project Based Vouchers (PBV), Project Based Rental Assistance (PBVA), etc.;
- Collaborates with the Asset Manager to evaluate and provide for maintenance and rehabilitation of projects and coordinates the implementation of quality control inspections;

Development

- Directs activities with attorneys, architects, engineers, and other consultants to plan projects related to public entitlement, site permits, acquisition due diligence, and closing activities;
- Administers and directs the development of plans and specifications for contracting capital improvements and rehabilitation of Syracuse Housing Authority properties;
- Monitors procedures and policies to ensure compliance with HUD regulations and agency policy compliance. Completes all related reports as required;
- Monitors contractor compliance to Davis Bacon Wage Determination Act and adherence to Syracuse Housing Authority's Section 3 hiring requirements;
- Creates and supervises the development of construction including standard boiler plate for bid specifications, contracts, notices to proceed, change orders, time extensions, stop work orders, and contract settlement documents;
- Confers with federal, state, and local officials relative to plans, construction proposals, financing and budgets, and provides information and briefing to the Board of Commissioners, planning commissions, advisory boards, and other official groups as necessary;
- Monitors modernization and rehabilitation funding and tracks costs obligated and incurred. Reviews payment requests for accuracy and compliance;
- Provides oversight, physical and financial evaluation of land and properties, obtains information and analyzes land use, including ownership, zoning, compliance with master plans, special use permit requirements, environmental problems, utility availability, and compiles required documents and applications;
- Evaluates the effectiveness of projects under development and issues instructions governing their progress as needed;
- Directs and manages Syracuse Housing Authority staff responsible for the construction of projects, coordination of developers, consultants, and general contractors;

- Pursue prospective tenants for leasing of available commercial space and other non-housing project components and negotiates letters of intent and lease agreements to ensure achievement of stated development and investment goals;
- Keeps up-to-date on new developments in urban planning, project management, affordable, low-income, and public housing field;
- Leads and participates in the preparation of written information and instructional material for current and future Syracuse Housing Authority development and rehabilitation projects.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

- Detailed knowledge of affordable housing financing tools including Rental Assistance Demonstration (RAD), Low-Income Housing Tax Credits (LIHTC), Mixed Finance (MF), Project Based Vouchers (PBV), etc.
- Direct experience managing complex and time-critical processes, funding requirements, and relationships to complete projects on time and on budget.
- Extensive experience developing and maintaining external stakeholder and business relationships, including with regulatory agencies and government officials.
- Demonstrated ability to work in partnerships with funders, investors, consultants, contractors, regulatory bodies, Syracuse Housing Authority residents, employees, and Board of Commissioners.
- Adept at seeking out new properties and future development opportunities with the ability to evaluate risk and develop risk management plans for projects.
- Demonstrated ability to source, negotiate, and execute contracts, public incentives and financing, debt financing, raw land and existing building acquisition, and all types of development related contracts.
- Skilled in designing and implementing management systems and tools to create efficient, effective, and well documented business processes.
- Excellent ability to communicate both orally and in writing.

MINIMUM QUALIFICATIONS

1. Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Business or Public Administration, Urban Planning, or closely related field; and five (5) years of professional level work experience, or its part-time equivalent, in public administration, business or organizational management , community planning, or management planning in a public sector agency or its equivalent in the private sector or in a closely related field; or,
2. Graduation from a regionally accredited or New York State registered college or university with a baccalaureate degree in Business or Public Administration, Urban Planning, or closely related field and six (6) of professional level work experience, or its part-time equivalent, as defined in (A) above.
3. Ten (10) years of professional level work experience, or its part time equivalent, defined in A above; or,
4. An equivalent combination of training and experience as defined by the limits of (A), (B), and (C).

Special Necessary Requirement:

Possession of a valid Class D driver's license issued by the New York State Department of Motor Vehicles at time of appointment.