



## **EMPLOYMENT OPPORTUNITY**

### **Vice President – Real Estate Department**

#### **ABOUT OUR COMPANY**

Community Development Corporation of Long Island (CDCLI), was founded in 1969 when government, business and civic leaders on Long Island came together to address the growing demand for affordable housing. With the mission to “invest in the housing and economic aspirations of individuals and families by providing solutions that foster and maintain vibrant, equitable, and sustainable communities,” CDCLI maintains steadfast in its commitment to its three pillars of focus: (1) Community Development and Housing for All; (2) Economic Stability; and (3) Advocacy. This strong tri-sector support continues today.

CDCLI is a regional and national leader in affordable housing and community development, with high standards of performance and a desire to identify and implement creative ways to solve problems and empower residents in the community.

CDCLI programs are complex, multi-partnered and diverse. CDCLI is committed to making dreams of long term economic stability come true. As a chartered member of NeighborWorks®, CDCLI is certified to meet a high standard of fiscal integrity and service performance to assist local residents in achieving their dreams, and is recognized by NeighborWorks® as an “exemplary organization.”

#### **THIS OPPORTUNITY**

This is an exciting opportunity to join a growing, award winning, mission-driven company that is at the forefront of the sustainable housing and community development movement on Long Island. The position is ideal for a forward-thinking, innovative and proven leader with experience in Real Estate Development; including property and Asset Management.

The VP of the Real Estate Department will have a unique opportunity to implement and expand CDCLI’s Strategic Goals related to Real Estate Development and Asset and Property Management. With a commitment to equity, integrity and community, the VP will oversee, cultivate and lead on a cross-section of real estate lines of business, including a portfolio of existing scattered single family sites, a portfolio of multi-family development joint venture residences, a growing third party affordable housing technical support line, and identifying leads in high opportunity areas for acquisition of existing rental properties and of properties for new multi-residential community development.

The VP will work closely with the Executive Management Team, developers, local community leaders, government officials and financial investors and partners. This position is broadly defined to accommodate every phase of affordable housing development from concept to completion. A customer centric, versatile individual not afraid of getting their hands dirty is the ideal candidate.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Directs all real estate development operations, including: coordinating financial packaging, acquisition, predevelopment, construction and permanent financing
- Manages and oversees the current portfolio of single family scattered sites and serve as the liaison for multi-family joint venture properties
- Able to analyze complex data, perform sophisticated analysis, and make appropriate recommendations and decisions
- Analyze and evaluate statistical and economic data as needed to develop budgets, operating plans and make decisions
- Demonstrated leadership ability in dealing with diverse segments of the community and establishing public/private partnerships
- Commitment to the mission of providing affordable housing throughout Long Island
- Identifies and analyses acquisition opportunities, developing and funding options; and evaluating overall project feasibility
- Locates viable development sites, often through option agreement or joint venture
- Obtains capital from a variety of public and private sources including municipal, state, federal, and tax credit opportunities, often through competitive RFP processes, for the development of affordable and obtainable housing, including new construction and rehab
- Oversees overall progress of projects in terms of budgets and timelines
- Supervises and trains the real estate development staff and supervises sub-contractors as necessary
- Monitors development, construction, lease-up or sale processes for single family scattered sites
- Oversees the Affordable Housing Technical Support Line of Service to assist developers with resident qualification and fair housing compliance for affordable housing development
- Maintains a working knowledge of significant developments and trends in the field
- Advocates for policies and funding that support and expand affordable housing and community development
- Builds community support and working with various internal and external stakeholders
- Serves as an articulate, visible and effective spokesperson for the organization and its developments
- Excellent oral and written communication skills

### **Qualifications:**

Competency and technical understanding of single family and multi-family affordable housing development, including: financing, construction management, real property leasing and property management. Knowledge of regulations and requirements of Low Income Housing Tax Credit Program, tax exempt bond program, federal HOME program and other related affordable housing development programs. Knowledge of environmental sustainability principals such as LEED, Enterprise Green Communities and related programs preferred. Bachelor's degree in a related discipline with a minimum of five (5) years hands-on experience in senior managerial capacity working for an established private, public and/or non-profit organization, real estate enterprise and/or developer, overseeing real estate development. Master's degree in related discipline preferred.

### **How to Apply:**

Please send resume and cover letter with salary requirements to [humanresource@cdcli.org](mailto:humanresource@cdcli.org).

Generous benefits package includes medical, dental, vision and retirement plans, as well as tuition reimbursement.

***CDCLI is proud to be an equal opportunity organization. We celebrate it, we support it, and we thrive on it for the benefit of our employees, our consumers, and our community.***