



Job Description

Business Development Director for Real Estate

GENERAL STATEMENT OF POSITION

Reporting to the Vice President of Development, this position will oversee all aspects of the development, redevelopment and acquisition of large multi-family properties in key target markets along the West Coast. You will have responsibility for the planning, financial modeling, and project management of middle-market and mixed-income, multi-family properties that include mid-rise, high-rise, and mixed-use properties. This new line of business will be undertaken in conjunction with Beacon's parent company HumanGood. HG is a large, dynamic, and growing non-profit corporation with \$1.7B in assets, 62 affordable properties under ownership or management, and 18 life plan communities.

The position will also work as part of Beacon's affordable housing team in the creation of low-income residential and mixed-use developments. You will work with minimal supervision in the areas of feasibility, pre-development review, construction/rehab management, and public/private financing for the development of affordable housing. This position requires the ability to work with diverse stakeholders in the community, public agencies, and in the private sector to create high impact projects that benefit low income neighborhoods and residents. You will work with and provide leadership for the dynamic team of committed individuals that make up Beacon Development Group, one of the leading affordable housing consultants on the West Coast.

SCOPE

Supervisory Responsibility: Potential supervision of staff as responsibilities expand
Reports to: Vice President of Beacon Development Group

POSITION CLASSIFICATION AND LOCATION

Business Title: Business Development Director
FLSA Classification: exempt
Job Category: Regular, Full-Time
Work Schedule: Normal business hours.
Location: Seattle, WA
Travel: Occasional travel, primarily within Washington and California

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not exclusive or all-inclusive. Other duties may be required and assigned.

Work Duties

1. *Business Development:*

- a) Collaborate with Beacon Vice Presidents and parent-company Executives on long-term planning for new potential business opportunities;
- b) Create business plans that identify risks and benefits to potential business lines including middle market housing, portfolio acquisition, and mixed-use development;
- c) Create relationships with potential partners that can assist in executing identified business opportunities;
- d) Provide leadership in identifying and responding to RFP opportunities.

2. *Middle Market Housing:*

- a) Collaborate with Beacon Vice Presidents and parent company Executives on the development of a plan to create housing opportunities for households at 60% AMI to 120% AMI;
- b) Provide expertise in debt and equity tools used to develop non-subsidized housing and assist in creation of financial models that analyze feasibility assumptions;
- c) Lead the execution of business plan including identification and management of internal and external resources;
- d) Identify and develop strategic partnerships with developers, lenders, and equity providers.

3. *Project Management:*

- a) Act as lead project manager for specific affordable housing and community development projects as assigned;
- b) Develop concept and establish feasibility for early stage projects;
- c) Identify appropriate funding and subsidy sources; prepare funding applications; negotiate and close financing;
- d) Collaborate with a Beacon Construction Manager to oversee schedule and budget during construction or rehab;
- e) Coordinate project close-out including construction loan conversion, equity pay-ins, cost certification, and 8609.

4. *Management Team:*

- a) Serve as a member of the Beacon Management Team;
- b) Work as team member to help set and monitor vision and goals for Beacon Development Group in its primary lines of business: third-party consulting and parent company portfolio;
- c) Represent Beacon and its mission to various public and private constituents;
- d) Provide input regarding organizational improvement of Beacon.

Mission Essential

- Display behavior that supports the Beacon Development Group mission, vision, and values.

- Understand and adhere to company, community, and department programs, policies, and procedures.
- Understand and adhere to federal and state laws governing employee rights.
- Communicate effectively to perform the essential functions of the job.

Supervision/Leadership

- Provide leadership and management of staff to support the achievement of community and corporate performance goals. Observe and effectively manage the mood of the team.
- Create an environment for staff that honors, respects and values their opinions and suggestions; demonstrate fair treatment and ethical business practices; support staff development and reward achievement.
- Communicate performance standards to staff; observe, measure and evaluate performance to ensure standards are achieved; conduct regular performance observation, assessment and discussion with staff.
- Communicate information that supports team and company performance and communicate reasons for decisions.

MINIMUM REQUIREMENTS

Education: Bachelor’s degree in finance, public administration, business, or related field (Master’s degree preferred). Work experience may be substituted.

Experience/Training:

- 7 years of experience in market rate development and/or affordable housing development;
- 3 years of experience in management and/or supervision;
- Demonstrated experience managing team members;
- Experience working with various types of public and private financing (e.g. private debt, private equity, bridge loans, Low Income Housing Tax Credits, etc.);
- Proficient in MS Word and Excel;
- Excellent oral and written communication skills;
- Experience working with diverse groups;
- Commitment to the mission and goals of the organization.

Certificates, Licenses, Registrations: Valid WA Driver’s License and willingness to travel.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB

Knowledge of: Working knowledge of HUD, Low Income Housing Tax Credit Program, State and /or City housing requirements.

Characteristics of Working Style

- Integrity – honest and ethical
- Cooperative – pleasant with others, good-natured, and cooperative
- Dependable – reliable and responsible, fulfilling duties

- Attention to Detail – careful about detail and thorough in completing work tasks
- Concern for Others – sensitive to others’ needs and feelings; helpful and understanding
- Adaptable/Flexible – open to change (positive or negative) and to variety in the workplace
- Stress Tolerance – accepts criticism and deals calmly and effectively with stress situations
- Independent – develops own way of doing; guides self with little or no supervision; depends on self to complete tasks
- Initiative – willingness to take on challenges and responsibility
- Leadership – willingness to lead, take charge, and offer opinions and direction
- Achievement/Effort – establishes and maintains personally challenging achievement goals and exerts effort toward mastering tasks
- Analytical thinking – analyzes information and uses logic to address work-related issues and problems

Judgment and Reasoning Ability

- Ability to apply principles of rational systems
- Ability to use judgment and respond calmly in stressful situations
- Ability to use deductive reasoning, applying general rules to specific problems to produce answers that make sense
- Ability to use inductive reasoning, combining pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)
- Ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations, observations of human behavior)

Language Ability and Interpersonal Communication

- Ability to understand and correctly use various information resources and documents
- Ability to prepare reports and correspondence, using a prescribed format and conforming to all rules of punctuation, grammar, diction, and style
- Ability to explain ideas, in writing and orally, so that others easily understand
- Ability to communicate effectively and hospitably, both orally and in writing
- Ability to listen to and understand information and ideas presented through spoken words and sentences
- Ability to recognize when something is wrong or is likely to go wrong

Mathematical Ability

- Ability to add, subtract, multiply, and divide and to calculate decimals, ratio and proportion, discount, interest, profit and loss, percentage, commission, and markup; and determine time, weight, and measures
- May require the ability to apply formulas involving variables for setting up spreadsheets
- May require the ability to perform and apply descriptive statistics

Environmental Adaptability

- Ability to work effectively in an office environment

Beacon Development Group is a subsidiary of HumanGood.

To apply for this position, please access the link below:

<https://abhow.taleo.net/careersection/1/jobdetail.ftl?job=1818I&tz=GMT-07%3A00>

BEACON DEVELOPMENT GROUP, LLC is an Equal Opportunity Employer. Complying with the Americans With Disabilities Act, BEACON DEVELOPMENT GROUP, LLC will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective team members and incumbents to discuss potential accommodations with BEACON DEVELOPMENT GROUP, LLC.