

JOB POSTING

Date: August 20, 2010
Position: Assistant Vice President
Department: Real Estate Development

SoBRO is seeking a qualified individual to serve as **Assistant Vice President, Real Estate Development**. Reporting to SoBRO's Senior Vice President for Community & Economic Development, the successful candidate will:

- Manage the team responsible for conceptualizing and actualizing development projects that create much needed affordable housing units within the South Bronx.
- Manage and coordinate the design, development and finance related work of multi-disciplinary teams during pre development and construction.
- Analyze project financial feasibility and evaluate ongoing project financial performance, including the development and maintenance of complex multi-phase pro formas and budgets. Test different financing strategies since deal structures may include affordable, market-rate, or commercial components and rely on both public and private sources.
- Represent SoBRO, helping to build and strengthen relationships with city officials, development partners, clients, and other decision makers.
- Develop a deep understanding of clients' needs and objectives to develop a working partnership and provide strategic guidance on development issues.
- Respond to Requests for Qualifications and Requests for Proposals, and undertake other forms of business development.
- Provide technical assistance regarding various local, state and national affordable housing programs, including low income housing tax credits and bond financing. Prepare appropriate applications for funding resources.
- Develop and monitor project schedules using Microsoft Project.
- Review architectural and construction documents.
- Review legal documents, including partnership and consultant agreements, to ensure key business terms are captured.
- Continue project management tasks through construction completion and lease-up, to include quality-control, schedule, and requisition and change order processing.
- Manage relationships with investors and developers to establish partnerships that ensure the financial viability of our projects.

Desired Qualifications:

Master's Level Education in Real Estate Development, Public Administration or related field.

Three (3) years experience in real estate development.

Excellent verbal and written communication skills.

Knowledge of housing development trends, public and private funding programs and market conditions.

Two (2) years of supervisory experience.

Extensive and experienced knowledge in the development of financial pro formas.

Bi-lingual (English/Spanish) a plus but not required.

Salary Range: Mid/High- \$70K per annum.

Full benefits including health, dental, vision and 403b employer contribution pension plan.

Interested parties should send their resume to Van-Nessa Brown, South Bronx Overall Economic Development Corp (SOBRO) 555 Bergen Avenue, Bronx, N.Y. 10455, vbrown@sobro.org, Fax # (718) 292-3115. **NO PHONE CALLS PLEASE!!**

SoBRO provides equal employment opportunity for all applicants for employment without unlawful discrimination as to race, creed, color, national origin, sex, age, disability, marital status, sexual orientation or citizenship status.

Auxiliary aids and services are available upon request to individuals with disabilities

TTY/TDD: 1-800 662-1220

Voice Relay: 1-800-421-1220

Fax # (718) 292-3115