

Senior Development Manager

Full Time Regular
Senior Management
Baltimore, MD, US

30+ days ago
Requisition ID: 2373

Salary Range:

\$129,563.00 To \$146,429.00 Annually

About Us

Founded in 1937, the Housing Authority of Baltimore City (HABC) has kept the promise of public housing alive. It has done so by maintaining and modernizing its buildings and enriching the lives of its residents through innovative social services, recreational and educational programs, and job training initiatives.

What makes HABC successful is the dedication of its employees and its history of strong leadership.

HABC Benefits

Health and Well-Being

At the Housing Authority of Baltimore City (HABC), we offer a competitive benefits package that supports our recruitment and retention goals and meets the diverse, evolving needs of our employees. HABC's comprehensive benefit package includes:

Vacation and Leave

- Universal leave program
- 12 paid holidays

Health and Wellness

- Medical and dental insurance
- Employer-paid vision coverage
- Flexible Spending Accounts (FSA)
- Employee Assistance Program (EAP)
- Free health and wellness programs

Income Protection and Retirement

- Life insurance with optional additional coverage
- Short-term disability
- Voluntary Plans
- Retirement programs with employee contribution options

Position Summary

Under general supervision, is responsible for managing a portfolio of real estate development projects within the Planning & Development Division. Develops and implements revitalization project activities at multiple sites, performs a detailed level of analysis and review, and monitors project compliance and project budget. Reports to the SVP/Director of Planning & Development, acts on their behalf as needed. Performs in a high-profile role in project

development and other activities necessary to support Housing Authority of Baltimore City's (HABC) revitalization efforts initiated by the Agency. Responsible for review and approval of critical tasks and functions associated with project planning, development, and implementation. Provides guidance and supervision to other staff members with regard to their project portfolio. Performs in a high-profile role in project development and other activities necessary to support Housing Authority of Baltimore City's (HABC) revitalization efforts initiated by the Agency.

All activities must support the Housing Authority of Baltimore City ("HABC" or "Authority") mission, strategic goals, and objectives.

Essential Duties and Responsibilities

The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed.

- Develops and implements mixed-income revitalization project activities at multiple sites. Manages a portfolio of development projects and works with one or more external partners and other HABC staff to achieve project objectives and overall agency redevelopment objectives.
- Performs a detailed level of analysis and review of 202's, HUD Development Proposals; prepares and presents development options and strategies, determines financial feasibility and realistic development schedules, uses knowledge of market and Agency goals to develop an appropriate development program, and assesses developer redevelopment proposals.
- Monitors project compliance with pertinent laws, policies, and procedures. Ensures compliance with various HUD regulations, the development grant agreements, Program Close-Out, and other regulatory agreements and contracts associated with the project.
- Monitors and updates project activity and budget. Reviews and approves AIA draw requisitions, supporting invoices and documentation, change orders, and requested budget revisions as compared to HUD, City, City's DHCD, State, and HABC.
- Provides oversight and direction on budget changes and ensures submission of appropriate forms, reporting, and documentation to the State, City's DHCD, and HUD for development and mixed-financed developments.
- Promotes the hiring and use of MBE/WBE or Disadvantaged contractors in support of revitalization activities. Works closely with the Senior Development Finance Manager on reviewing compliance with Section 3 hiring and the use of Section 3 businesses, encourages Minority and Women Business Enterprises (MBE/WBE) outreach, and evaluates efforts to include such firms in program activities.
- Works closely with the Senior Party or Development Finance Manager, Development Partners, and the Director on completing grant applications.
- Facilitates non-traditional public/private partnerships to achieve project objectives and address the interests and needs of the residents and affected community members.
- Acts as a liaison between HABC, the City's Department of Housing and Community Development, and other City or State agencies working on our projects. Provides oversight and direction to project consultants, and they are hired to support or implement redevelopment activities.
- Prepares or supervises preparation of narrative, statistical, and tracking reports for HABC, City's DHCD, HUD, the State, and other entities.
- Researches development and mixed finance project issues; prepares written analysis with recommendations and options on issues facing redevelopment efforts.
- Works closely with the Mayor's Office of Neighborhoods, HABC's Resident Services and Relocation Department, HABC Operations Department, other HABC Departments and third-party supportive services firms to ensure that residents are informed with respect to relocation plans; receive proper notices and advice concerning relocation, have access to appropriate supportive services, and that relocation moves are properly tracked within HABC.
- Attends and participates in community meetings.
- Coordinates with Planning & Development's Special Assistant to assure project websites are kept up to date.
- Provides guidance and acts as a team leader to other HABC team members for responsiveness to project requirements and schedules.
- Carries out exceptionally complex real estate negotiations and coordinates and reviews real estate transactions carried out by staff. Works closely with HABC Legal Team on negotiating and finalizing all agreements

associated with project pre-development, development, financial closings, and post-development funding.

Provides guidance and constructive feedback to line staff on development activities and deal structuring.

- Completes Request for Qualifications (RFQs) or Request for Proposals (RFPs) for development services, program needs, technical assistance, and other services. May review and oversee contracts to ensure consistency with HUD regulations and program objectives. May assist in training staff to negotiate contract terms and provide oversight for consultant performance. May sit on review panels to evaluate proposals, as needed.
- Assists with negotiations and site control for the acquisition of land and buildings. Works with the City Acquisition Department and City Law Department in regard to eminent domain, tax sale foreclosures, SWAPs, and other legal processes used to acquire properties.
- Coordinates with staff involved in finance, data processing, personnel, procurements, fair housing, etc.
- Confers regularly with the SVP/Director on goals, progress toward goals, and barriers.
- Performs other related duties as may be assigned.

Minimum Education, Training, and/or Experience

Graduation from an accredited four-year college or university with a bachelor's degree in Architecture, Urban Planning, Environmental Design, Public Administration, or related field. Master's Degree in Real Estate Development, Urban Planning, or related field preferred.

Five (5) years of progressive responsibility in government or private industry in mixed- income housing, affordable housing finance, multi-family project management, developing or reviewing and approving large-scale mixed finance projects for multi-family rental and home ownership, economic development, commercial development, or related activities. Supervisory experience preferred.

Special Requirements

- Possession of a valid Maryland driver's license.
- Must be able to be covered under the Authority's vehicle insurance policy.

Other Requirements:

- Availability to work some evenings and weekends as needed.
- Successful completion of a prescreening investigation, including verification of employment history and education credentials.
- A 6-month probationary period applies to this full-time permanent position.

This job posting will remain open until filled.