

Urban Neighborhood Initiative Real Estate Specialist Job Description

The mission of the Urban Neighborhood Initiative is to break the intergenerational cycle of poverty by helping to build healthy neighborhoods that enable all children and families to succeed and thrive. UNI works in partnership with neighborhood organizations and residents and through collaborative relationships with business, industry, and government and community organizations to ensure all families can live in strong supportive communities that promote overall health. UNI works with 10 neighborhoods in the urban heart of Kansas City.

Position Summary: Under general supervision of the UNI President/CEO, the Real Estate Director is responsible for leading all real estate development activities of the organization to develop quality mixed income communities. UNI's real estate activities include the Kansas City Catalytic Urban Redevelopment Initiative which we are implementing in partnership with LISC, KCMO and MARC as well as a focused redevelopment in the Wendell Phillips Neighborhood based on the Purpose Built Communities model and Vacant to Vibrant, our initiative to address vacant properties in our target area. The position requires strong real estate experience, a genuine commitment to developing quality mixed income housing and healthy communities, as well as the commitment and ability to partner effectively with a wide range of stakeholders.

Duties and Responsibilities:

- Work closely with the President/CEO, organizational partners and developers on specific project opportunities and take responsibility for a set of projects, from feasibility to project completion, as assigned.
- Work closely with the President/CEO on a pipeline of real estate mixed income development opportunities that are impactful in the community and help the organization achieve self-sufficiency through fee income.
- Review sites for potential development, both acquisition and rehab and new construction.
- Working with identified developers and other community partners prepare feasibility analysis including identification of needs, population served, financial feasibility, risk review, and consistency with community plans.
- Working with identified developers and other community partners prepare applications for project funding as requested, providing all technical and financial information required for a complete and competitive application.
- Provide on-going coordination across the development team including architects, general contractors, attorneys and other members of the project development team. On some projects this may be done in coordination with a lead developer.
- Oversee timely and efficient progress on all projects and work as well as coordinate with development partners to ensure successful completion.

- Build strong working relationships with governmental, business, and civic leaders to create opportunities for mixed income housing and community development.
- Identify new partners and creative ways for the organization to increase its impact while maintaining a focus on the mission of developing mixed income communities.
- Bring in-depth knowledge of real estate financing markets and affordable housing subsidy programs.
- Work with the President/CEO in negotiations for purchase of property, terms of financing and all other binding agreements.

This description is not to be taken as a limiting document, as other duties and special projects may be assigned as the situation dictates.

Qualifications

- Bachelor's Degree in real estate, business, finance or related fields. Masters degree or equivalent experience preferred.
- A minimum of five years experience in the real estate development/finance field.
- Experience with a range of affordable housing programs and mixed income developments.
- Experience with neighborhood planning and community revitalization.
- Experience with real estate deals that are consistent with UNI's mission.
- Demonstrated success closing real estate deals and bringing units to market.
- Experience with financing mechanisms including traditional loans, grants, and resources for affordable housing and neighborhood revitalization such as LIHTC, New Markets, CDBG, HOME, FHLB, historic tax credits, energy tax credits
- Strong Microsoft Excel skills and the ability to build and operate financial pro-formas
- Strong written and oral communication skills, including demonstrated skill in making effective presentations at public forums, are required.
- Belief in the mission of affordable, quality housing and successful community development.