



Job Title: Development Manager

Locations: Baton Rouge, LA, Houston, TX, or Dallas, TX

For the past 20 years, Partners Southeast (Partners) has sought to use affordable housing as a vehicle to make a measurable impact in Education, Economic Opportunities, and Health & Wellness in communities throughout the Southeast. As the non-profit development arm of the East Baton Rouge Parish Housing Authority, Partners creates impactful economic opportunities by making strategic investments in Housing, People, and Neighborhoods. Partners is a growing organization with a development portfolio that includes approximately 1,000 units in various stages of development.

JOB SUMMARY

The Development Manager will oversee all aspects of the real estate development process, from initial concept through closing on all financing, construction completion, lease-up and stabilization, and permanent loan conversion. The ideal candidate will possess a thorough understanding of affordable and mixed income housing development, including overall deal structuring, project financing, land planning, design, entitlements, construction, compliance, and ongoing property operations.

Job Responsibilities are intended as being descriptive and not restrictive in nature:

- Oversee day-to-day project management for developments including project planning, financial underwriting, managing financing due diligence processes with primary responsibility for closing on all financing sources, and coordination of design, entitlements, construction and leasing consultants.
- The Development Manager will work with the COO to identify, underwrite and execute development opportunities, including:
 - Develop initial development concept and assess market viability and financial feasibility.
 - Assemble and coordinate development team including architects, engineers, contractors, and consultants.
 - Provide direction to the design team to foster a high-quality development which can be delivered efficiently and within development budget.
 - Establish budgets for design and construction during each phase of development which align with the development concept.
 - Ensure site control and suitability, including obtaining land purchase agreements and entitlements and ensuring compliance with environmental and local ordinance regulations.
 - Work with the COO to engage civic and community leaders to generate support and focus on development objectives.
 - Track and manage community engagement processes including preparing for and participating in community meetings to cultivate and maintain relationships with key constituents.
 - Ensure on time and on budget development completion.



- In coordination with Asset Management, ensure that leasing requirements and objectives are established, communicated, and achieved.
- Collaborate with other members of the development, finance, construction and accounting teams as required to assist in development and implementation of project plans and budgets.
- Work with the COO to develop new business opportunities including leading RFP/RFQ responses and participating in new business development.
- Moderate same day or overnight travel may be required, depending on location.

Education/Experience and Ideal Candidate Qualifications:

- Bachelor's degree required; Master's degree preferred, in an analytical or real estate development related field (e.g., engineering, architecture, urban planning, construction, finance, law).
- 3+ years' experience in affordable/mixed income housing development.
- Established record of success as a project leader, having worked on several affordable housing developments.
- Demonstrated ability to lead complex public/private development partnerships. Experience with non-profit or local municipality relationships is preferred.
- Understanding of existing affordable housing programs, especially the Low-Income Housing Tax Credit (LIHTC) program.
- Understanding of local and national subsidies and financing programs related to affordable housing (e.g., RAD and other HUD programs).
- Collaborative approach and respectful relationship style with colleagues, consultants, community members and other key constituents.
- Self-starter with the ability to prioritize and manage multiple projects and responsibilities efficiently and with a sense of urgency in a fast-paced environment.
- High attention to details, strong organizational skills, and exceptional problem-solving ability.
- Proficient at not only analyzing information, but also drawing appropriate conclusions.
- Excellent verbal and written communication skills.
- Strong relevant computer skills, including efficient use of Excel, PowerPoint, and other graphic design programs.
- High level of personal integrity and alignment with company values.

Compensation and Benefits:

A competitive salary is offered, commensurate with experience, along with a comprehensive benefits package.

A resume, cover letter and summary of relevant development experience can be submitted to careers@partnerssoutheast.com