

POSITION ANNOUNCEMENT – Real Estate Developer - Rochester, NY

Company Overview

PathStone is a visionary, diverse organization empowering individuals, families and communities to attain economic and social resources for building better lives. Begun in 1969, PathStone is a private, not-for-profit regional community development and human service organization providing services to farmworkers, low-income families and economically depressed communities throughout New York, Pennsylvania, New Jersey, Ohio, Indiana, Vermont, Virginia and Puerto Rico.

Our Mission is to build family and individual self-sufficiency by strengthening farmworker, rural and urban communities. PathStone promotes social justice through programs and advocacy.

Position Summary

Fulfilling all tasks associated with the development of affordable rental housing projects throughout PathStone's geographic footprint, including site selection, feasibility analysis, securing local approvals and financing, loan closing, construction oversight and coordination of start-up operations with Property Management.

Requirements

- BA or graduate study in business, finance, economics, public administration, community development, planning or a related field.
- Two (2) + years of experience with affordable rental housing, particularly with the development of such housing.
- An equivalent combination of education and experience that would reasonably provide the required knowledge and skills may be acceptable.
- An understanding of the real estate development and public planning process; familiarity with public housing programs at the federal, state and local level.
- Ability to conduct detailed financial analyses using budgets either provided or created by developer.
- Must possess strong written and verbal communication skills, including strong capacity in Outlook (or similar email/calendar program), Word, PowerPoint, and database software. Competency in Publisher or other graphic design software strongly preferred.
- Must possess experience in financial management and budgeting, including strong ability in and past experience with Excel.
- Must possess and demonstrate high level of ethical values, including honest, integrity, confidentiality and diplomacy.

Responsibilities

- Under the supervision of the Senior Vice President of Real Estate Development, evaluate potential sites to determine feasibility for affordable rental housing and assist in the negotiation of purchase agreements.
- Under the supervision of the Senior Vice President of Real Estate Development, evaluate financial feasibility and establish a financing plan from conventional and public lenders and investors.
- Secure necessary local approvals.
- Apply for, secure and report upon each stage of development, including pre-development, construction, and permanent financing.
- Assemble and coordinate the development team, including architects, engineers, general contractors, attorneys and other consultants.



- Prepare for and make public presentations as necessary for local approvals and community support.
- Oversee construction, monitor construction budget and review change orders.
- Monitor project finances and provide updates to the Senior Vice President of Real Estate Development, CEO, CFO, Senior Vice President for Property Management, the Asset Management Committee, the PathStone Board of Directors and any relevant affiliate boards of directors.
- Grant application process from identification to award.
- Responsible for identifying all necessary financial commitments in order to complete a project.
- Coordinate projects with development team to take lead or participate as a team effort.

Specifications

PathStone provides a competitive salary and fringe benefit program. The position is available immediately.

Base salary has a significant range based upon demonstrated experience and qualifications.

To apply, please email a detailed cover letter and resume to:

Joshua Sankowski, Deputy of Housing Administration
 PathStone Corporation
 Address: 7 Prince Street
 Rochester, New York 14607
 Email address: jsankowski@pathstone.org
 Phone: 585-340-3370

Individuals interested in applying for this position must submit a resume to the above listed on or before: 11/6/2017

Authorization Number: 189-17

Year Round:
 Seasonal/Temporary:
 Full Time: # of hours/wk 40
 Part Time: # of hours/wk

Budgeted Project Code(s) for the Position:
 PDC-NY % 100
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 %
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