

Position Announcement

PathStone is seeking a **Real Estate Developer** to assist with the development of affordable housing in Rochester, New York.

who

US

PathStone is a nonprofit organization based in Rochester, NY with a mission of building family and individual self-sufficiency by strengthening urban and rural communities. PathStone operates 12 lines of business in the areas of training and employment, health and safety, housing services and community development.

PathStone's Real Estate Development assists with creating opportunities for people to live and work in thriving, diverse communities from which they can create family assets and access robust community services by developing affordable rental and for-sale homes.

What sets PathStone apart from the rest?

- PathStone's two distinct lines of business—direct services and community and housing development—are rarely combined within one organization. This means that our staff are exposed to a broad number of programs and a variety of job functions.
- PathStone has a reputation for taking strategic risk. Our belief that “we don't know until we try” is why we have continuously developed innovative programs over the last 40 years.

you

You are looking for a challenge and a chance to change the world for the better. You know that social impact is as important a measure of corporate success as profitability. You want to use your creativity to find quicker, better and more cost-efficient ways to help people. You are ready to try on new hats and find new solutions to old problems. You want to make a difference in the lives of others.

What sets you apart from the rest? Specifically, you have the following skills, experience and/or education:

- Bachelor's degree or graduate study in business, finance, economics, public administration, community development, planning or a related field or 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.
- 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 experience with Excel.
- Must possess and demonstrate high level of ethical values, including honest, integrity, confidentiality and diplomacy.
- Must have the ability to multi-task and possess the ability to handle pressure situations with ease.

what

This is a full-time position. The Real Estate Developer is an entry-level position, which works directly with the Sr. Vice President of Real Estate Development to fulfill the responsibilities of a real estate developer. Working to complete all tasks associated with the development of housing developments throughout PathStone's geographic footprint. Specifically, this position is responsible for:

- Working as part of the development team to evaluate potential sites to determine feasibility for affordable rental housing and assist in the negotiation of purchase agreements.
- Evaluating financial feasibility and establish a financing plan from conventional and public lenders and investors.
- Securing necessary local approvals.
- Applying for, securing and reporting upon each stage of development, including pre-development, construction, and permanent financing.
- Assembling and coordinating with the development team, including architects, engineers, general contractors, attorneys and other consultants.
- Preparing for and making public presentations as necessary for local approvals and community support.
- Overseeing construction, monitoring construction budget and reviewing change orders.
- Monitoring project finances and provide updates to the Senior Vice President of Real Estate Development, Senior, Vice President for Property Management, Board of Directors including any relevant affiliate boards of directors.
- As part of the development team with technical assistance from the Sr. VP of Real Estate Development, prepare grant applications.
- Identifying all necessary financial commitments in order to complete a project.

where

This position is located in Rochester, New York.

when

This position is available immediately.

why

PathStone offers a chance for you to improve the world, but we also know that you have bills to pay. We offer a competitive compensation and benefits package, including:

- Salary is based on demonstrated experience and qualifications.
- Health insurance for eligible employees
- Pension plan for eligible employees with an employer contribution
- Annual cost-of-living adjustment and merit-based pay increases
- Generous vacation and holidays
- Employment at PathStone qualifies for the federal Public Service Student Loan Forgiveness program

how

Please submit your resume to apply@pathstone.org, with "061-20" in the subject line, no later than June 12, 2020.

PathStone is an Equal Opportunity Employer. Our TDD number for the deaf and/or hearing impaired is 1-800-545-1833. Any applicant may request assistance in completing the application process by emailing apply@pathstone.org.

Position Announcement

PathStone is seeking a **Senior Real Estate Developer** working in the development of affordable housing in Rochester, New York.

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What sets you apart from the rest? Specifically, you have the following skills, experience and/or education:

- Bachelor's degree or graduate study in business, finance, economics, public administration, community development, planning or a related field and five + 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 analysis 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 experience with Excel.
- Must possess and demonstrate high level of ethical values, including honest, integrity, confidentiality and diplomacy.
- Must have the ability to multi-task and possess the ability to handle pressure situations with ease.

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- Evaluating financial feasibility and establish a financing plan from conventional and public lenders and investors.
- Securing necessary local approvals.
- Applying for, securing and reporting upon each stage of development, including pre-development, construction, and permanent financing.
- Assembling and coordinating the development team, including architects, engineers, general contractors, attorneys and other consultants.
- Preparing for and making public presentations as necessary for local approvals and community support.
- Overseeing construction, monitoring construction budget and reviewing change orders with supervision for Sr. VP of RED.
- Monitoring project finances and providing updates to the Senior Vice President of Real Estate Development, Senior Vice President for Property Management, Board of Directors including any relevant affiliate boards of directors.
- Grant application process from identification to award.
- Identifying all necessary financial commitments in order to complete a project.

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