



## **Housing Action Council**

55 South Broadway  
Tarrytown, NY 10591  
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Deputy Director  
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### **Director of Real Estate Development**

Housing Action Council, Inc. (HAC), a not-for-profit organization dedicated to increasing housing opportunities for low and moderate-income households in the Hudson Valley since 1974. The agency is looking for a full time motivated individual to join our team, reporting directly to the Executive Director. This position plays a critical role in structuring joint ventures with developers and identifying and managing direct development opportunities. This position also supports the organization's work in providing technical assistance to not-for-profit organizations to develop housing.

#### **Responsibilities:**

- Develop strategies to advance HAC's goal of developing new housing in the Hudson Valley
- Identify viable development activities
- Seek and develop partnerships
- Develop financial pro formas
- Manage municipal approvals process
- Apply for funding and financing
- Act as project manager for projects under development including developing capital budgets, developing schedules, managing contracts, managing payments, and monitoring expenses against the budget
- Develop and manage timelines to ensure strategic plans and critical development processes are carried out in a timely manner
- Prepare regular reports on progress, budgets and expenditures related to the management of real estate development activities
- Perform other duties as required

#### **Knowledge, Skills and Abilities Considered:**

- Knowledge of affordable housing sector
- Knowledge of local government development approvals processes
- Knowledge of federal, state and local funding programs for affordable housing
- Knowledge of real estate development
- Ability to analyze various real estate development opportunities, including financial analysis
- Ability to develop feasible plans and successfully implement plans
- Computer skills including word processing and spreadsheet software
- Ability to work in a fast paced, multi-task environment

**Education and Experience**

- Bachelor's degree
- Minimum of three years' experience working in real estate development or related field

**Salary Range** -- \$80,000 -- \$90,000

To Apply: Please email a cover letter and resume with salary requirements with Real Estate Development Director in the subject to: Gaitre Rambharose, Executive Assistant  
[hac@affordablehomes.org](mailto:hac@affordablehomes.org)

Housing Action Council is an equal opportunity employer.