



PATH Ventures

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## JOB DESCRIPTION

**Position:** Director  
**Title:** Managing Director, Real Estate Development  
**Level:** III  
**Classification:** Full Time  
**FLSA:** Non-Exempt

**Reports To:** Executive Director  
**Department:** Development  
**Supervisory Responsibilities:** Yes  
**Location:** Los Angeles  
**Salary starts at:** \$120,000.00

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### **The Organization:**

PATH Ventures is a maturing organization with leadership dedicated to high-quality work. Its pipeline of innovative projects offers an exciting opportunity to produce critically needed housing resources and enhance the experience, capability and role of the organization.

PATH Ventures is a non-profit developer of permanent supportive housing with projects located throughout Southern California. Recognizing that homelessness is fundamentally a housing issue, PATH, one of the largest homeless services providers in Southern California, created PATH Ventures in 2007. PATH Ventures works to achieve its mission of ending homelessness by building affordable rental homes for homeless individuals and families with the wraparound supportive services necessary to help residents reintegrate into the community, increase independence, and achieve long-term stability. Since its formation, PATH Ventures has acquired and/or co-developed seven residential communities totaling 385 affordable units. In partnership with its co-developers, it has 287 units under construction. PATH Ventures' service programs are low-barrier and use a Housing First and harm reduction approach, coupled with ongoing supportive services.

### **Summary:**

The Managing Director of Real Estate Development will leverage their skills and experience in affordable housing best practices to take a significant leadership role in the creation of Housing First communities for the formerly homeless. The Managing Director oversees the real estate development activities of PATH Ventures and supervises and trains the real estate development staff.

### **Responsibilities:**

The following reflects management's definition of essential functions for this job but does not restrict the tasks that may be assigned. Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

- Supervise real estate development staff in the development of permanent supportive housing
- Direct all real estate development operations, including:
  - coordinating financial packaging

## JOB DESCRIPTION (continued)

### Managing Director of Real Estate Development

- securing acquisition, predevelopment, construction and permanent financing
- securing entitlements
- building community support and working with various internal and external stakeholder groups
- supervising architects, consultants, property managers, contractors and other development team members; and
- monitoring development, construction and lease-up processes
- Assist the Executive Director in identifying acquisition opportunities, including defining each project's services program; developing acquisition and funding options; and evaluating over-all project feasibility
- Oversee the negotiation of all major agreements and financing documents, including limited partnership agreements, loan documents, construction contracts, architectural agreements, and property management agreements
- Oversee overall progress of projects in terms of budgets and timelines
- Work closely and effectively with PATH and the PATH Ventures supportive services team to create supportive service plans and agreements, define each project's target population and unit mix, and incorporate design recommendations
- Train and support real estate development staff to be effective and technically excellent
- Build and maintain positive and effective relationships with external partners, including banks, investors, government lenders, and consultants, such as general contractors, architects, and others
- Maintain a working knowledge of significant developments and trends in the field
- Work with the Executive Director to report to the Real Estate Advisory Board and Board of Directors on the progress of development projects and to request approval of new projects
- Work with the Executive Director to advocate for policies, programs and funding that support and expand permanent supportive housing
- With the support of the Executive Director, create departmental policies and procedures that promote high quality products and an effective work environment
- Serve as an articulate, visible and effective spokesperson for the organization and its projects
- Work with departments at PATH in furtherance of PATH Ventures real estate projects and to define procedures and processes that facilitate the organization's work.

### Qualifications

- Experienced and technically proficient in all aspects of affordable housing real estate development, including finance, entitlement and design, construction, lease-up and operations
- Able to analyze complex data, perform sophisticated analysis, and make appropriate recommendations and decisions
- Excellent interpersonal skills and a team-building spirit
- An entrepreneurial and creative approach to problem-solving
- Resilient, versatile and flexible
- Commitment to the mission of providing affordable homes and supportive services to our state's most vulnerable populations
- Well-organized and detail-oriented, with excellent analytical skills
- Proficient in sophisticated real estate finance analysis using Excel, project management software, and word processing software
- Experienced supervisor
- Good presentation skills- excellent oral and written communication skills;

## JOB DESCRIPTION (continued)

### Managing Director of Real Estate Development

- Ten or more years experience in housing development, business, finance, urban planning or a related field, preferably for a non-profit, government agency or private financial institution, OR
- A relevant Master's degree with seven years or more experience in housing development, business, finance, urban planning or a related field
- Job will include some evening and weekend hours

### **Required Qualifications**

- Employment Eligibility Verification
- Reliable transportation
- Valid California driver's License
- Current automobile insurance
- Updated tuberculosis test
- Successful completion of background screening
- Able to obtain First Aid/CPR certification as provided by PATH

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

In the course of performing the job, this position typically spends time sitting, standing, climbing stairs, walking, driving, carrying (15lbs), and lifting (15lbs). Operating a computer keyboard, firm/strong grasping, and repetitive hand control. Makes and receives telephone calls. Use of general office equipment copier, fax machine and basic office equipment. Subjected to outside environmental conditions.

### **How to Apply**

To be considered for a position, email resume to [HR@epath.org](mailto:HR@epath.org). EOE. Please be sure to reference **Job Title and JR#** in the subject line of your email. Please submit cover letter and resume as an attachment in a Word Document or PDF format only. Due to the volume of resumes received, no calls or faxes regarding submission will be returned. Your resume will only be routed correctly and considered, if all instructions above are met.