STONE SHERICK
CONSULTING GROUP

Job Description

Description of Company: Stone Sherick Consulting Group (a certified WBE) is a consulting firm specializing in Real Estate Development Services for affordable residential, mixed-use commercial and industrial real estate development projects that provide a social impact. Over the last 25 years we have been involved in the development and completion of over 18,500 dwelling units, more than 900,000 square feet of commercial and industrial development with a value of over $2,200,000,000. We are currently working in several states that include PA, NJ, MD, NY, DE, & VA, and Washington DC. Please see our website at www.sherickpm.com to learn more about the company.

Our Real Estate Development services include: composing and production of financing applications and closing documents, acquisition and property location, feasibility studies, environmental and geotechnical coordination, development of project schedules, production of operating and development budgets and identifying and qualifying appropriate professional service providers such as architecture, engineering, and specialty consultants.

We are a small office with currently 12 full-time staff. We are a tight group and operate like a family so are looking for a person who will be a "good fit" to fulfill the following position.

Job Title: Affordable Housing Finance Director of Development

Essential Duties and Responsibilities may include:

Planning

- Research, data analysis, and production of neighborhood plans.
- Production of financial feasibility studies for potential real estate developments.

Development

- Prepare financing applications to public and private sources such as: Federal HOME, CDBG, HOPWA, HUD SHP, and McKinney), State/HFA's (RACP, DCED, Penn HOMES, 4% and 9% Tax Credits, Bond Financing, PHARE, Reclaim, and Special Initiatives, 811), Commerce, NMTC, FHLB-NY/Pitt./Boston/Cincinnati/San Francisco, and various private foundations.
- Coordinate pre-development and development activities with Clients, Principals and Project Managers including, but not limited to:
    - Bank, CDFI and Lender relationships
    - Legal documents
    - Financial Planning including development and operating budgets with multiple sources
    - Construction documents
    - Ongoing management of project financials
- Research and suggest new methods of financing and structuring of housing and other community development activities including open space and community facilities.
- Appropriately interface with government & financial entities pertaining to development including but not limited to banks, funders, lenders, government officials, offices of housing and community development, redevelopment authorities, housing finance agencies, state offices of the budget, and the Department of Housing and Urban Development, Energy, Transportation and Environment.
- Acquire properties from public agencies as well as from the private market.
- Presentation to community members and major stakeholders.
- Preparation and execution of finance closing documents.
- Identification and management of qualified architects, engineers, contractors, and other professionals such as environmental firms.

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Management

- Manage clients' projects, resources, and expectations.
- Manage Senior and Junior PM's on project specific tasks
- Coordinate all aspects of the development process on behalf of clients from pre-development to construction completion.
- Manage 3rd party professionals such as architect, engineer, and attorney.

Administrative

- Produce written reports, schedules, and related correspondence for clients and staff.
- Attend meetings and trainings to remain current on all topics related to the field of housing and community development.
- Keep daily record of personal hours worked on each project to be submitted monthly.
- Attend staff and project manager meetings.

Education & Experience Requirements:

- A minimum of 5-10 years of project management & financial experience with strong ability to produce development and operating proformas for a variety of projects.
- Master's degree or equivalent work experience.
- Competent in word processing, spreadsheet, internet/email and database computer software, preferably current versions of Word, Excel, Access, & Microsoft Project.
- Experience in housing and mixed-use development.
- Excellent written and verbal skills.
- Ability to manage several projects at once, adapt to changing work assignments, to function effectively under deadlines, and to imagine new and creative ways to structure and finance affordable housing developments.
- Ability to work well with a wide variety of people and personalities, and to be kind.

SSCG reserves the right to revise or change job duties and responsibilities as needed. This job description is not meant to be an all-inclusive statement of the duties and responsibilities of the job, nor does it constitute a written or implied contract.

Immediate Supervisor: Maria Duque-Buckley, VP of Development

Working Hours: 40 hours a week and possible increased hours during a deadline / flexible schedule available that is ideal for working caregivers. After a 6-month acclimation and training period we may offer a hybrid working environment that requires a minimum of 3 days in the office.

Salary: based on experience, range of $110,000 - $140,000 with opportunity for an annual bonus based on performance.

Please send all inquiries and resumes to: **Deirdre Greer at deirdre@sherickpm.com**