

URBAN REDEVELOPMENT AUTHORITY OF PITTSBURGH

DEPARTMENT: HOUSING

POSITION: PROJECT DEVELOPMENT SPECIALIST

POSITION SUMMARY

This position is responsible for assisting departmental clients in securing private and public financing for single family and/or multifamily projects, assembling development sites, providing management services, as well as providing development assistance to the Pittsburgh Housing Development Corporation (PHDC). This position requires excellent communication skills, strong analytical and problem solving ability as well as familiarity with the single family and/or multifamily programs made available to developers by the Authority, local banks, non-profit organizations, the U.S Department of Housing and Urban Development, Pennsylvania Housing Finance Agency, Federal Home Loan Bank and other federal, state and local sources. The Project Development Specialist will also provide substantial guidance to developers of URA sponsored housing. Developing contacts with the above-mentioned agencies and with developers are an essential part of this position. Work is performed independently according to guidelines of the Authority and other agencies involved in financing single family and/or multifamily developments.

EXAMPLES OF URA REPRESENTATIVE DUTIES

- Identify and refine development opportunities.
- Meet with developers to discuss their housing development plans as well as financing alternatives available to meet these plans.
- Evaluate and process community development corporation (CDC) applications for Land Reserve.
- Assist with preparation of financing applications to public and private funding sources.
- Assist in the preparation of requests for proposals (RFP)/request for qualifications (RFQ) for various development sites and evaluate responses.
- Review and analyze initial applications for permanent and/or construction financing for single family and/or multifamily developments with regard to the eligibility of the development, the financial feasibility of each development, and the capability of the development team.
- Schedule, coordinate, and analyze examinations made by the Authority's technical staff of the project site, plans and specifications, construction costs and loan package in an effort to support an acceptance or rejection of proposals. Communicate findings to development clients as required.
- Manage assigned single family and multifamily developments.
- Coordinate project team meetings with development team, Authority technical staff and other parties as necessary to further development progress.
- Assist development clients with understanding of and compliance with public requirements and approvals.
- Act as the developer's primary contact with the public sector to facilitate all required public approvals.
- Assist development clients with preparation of Minority and Women's Business Enterprise (M/WBE) Plans as required. Attend M/WBE Review Commission meetings and facilitate compliance reporting.
- Produce housing development budgets and proformas.
- Work with various federal, state and local agencies and lenders to coordinate project financing.
- Assemble and present completed financing proposals including visual materials to the Authority's Real Estate Loan Review Committee.

- Prepare URA Board agenda items.
- Review closing documents for accuracy, completeness and conformity to URA and Department policies, guidelines and regulations.
- Coordinate and conduct loan closings.
- Maintain and manage development budgets, process stage payments for construction and soft costs. Reconcile all project sales proceeds. Close out completed project budgets and provide for the distribution of any project cost savings in accordance with project agreements.
- Develop working relationships with other housing finance entities.
- Represent URA at banking, finance, development and other conferences, seminars, etc., as required by URA needs or interests.
- Assist in assessing the effectiveness of the housing development programs.
- Other duties as may be required.

EXAMPLES OF PHDC REPRESENTATIVE DUTIES

- Coordinate examinations made by the URA technical staff and by relevant City of Pittsburgh staff of potential project sites.
- Research property ownership information for the purpose of assembling potential development sites.
- Work with URA Real Estate Department and other parties as necessary to facilitate property acquisition.
- Prepare requests for proposals and requests for qualifications for general contractors, architects and professional service providers and evaluate responses.
- Review and evaluate all items related to construction and engineering and correspond with URA Engineering and Construction department on all items from initial review of plans, specifications and costs through final build-out and sale of project including all change orders.
- Act as primary PHDC contact for community partners, project general contractors, architects and other professional service providers during project development period. Interact and correspond with the above regarding all aspects of the development. Coordinate development team meetings as needed to facilitate development progress.
- Produce housing development budgets and proformas.
- Prepare PHDC Board agendas to finalize details of project. Assist PHDC Manager with PHDC Board meetings, Planning Commission, and other presentations.
- Secure all necessary public approvals required to implement project including Historic Review Commission, Zoning Board of Adjustments, Planning Commission, and other Public Bodies.
- Prepare project Minority and Women's Business Enterprise (M/WBE) Plan by working closely with the general contractor and other parties as required. Attend M/WBE Review Commission meetings and facilitate compliance reporting.
- Generate, maintain and manage project development budgets including the reconciliation of all sales proceeds. Close out completed project budgets and provide for the distribution of any project cost savings in accordance with project agreements.
- Monitor sales activity and make recommendations on alternative marketing methods, financing incentives or other issues to further sales activities.
- Other duties as may be required.

QUALIFICATIONS

This position requires a Masters Degree in Business Administration, Public Administration or a related field plus three years related experience, or a Bachelors Degree and specialized training in housing finance and development, plus at least five years related experience. The ability to establish and maintain relationships with co-workers and with private and public lending institutions is required. Knowledge of housing financing is also needed. Another combination of education, experience, knowledge and abilities demonstrating the qualifications necessary to perform the duties of this position would also be considered.

The URA is an equal opportunity affirmative action employer. All qualified applicants will receive consideration without regard to race, religion, color, gender, age, national origin, ancestry, disability, sexual preference, political and/or union affiliation. Applicants must be City of Pittsburgh residents, or become one as a condition of employment at the URA.

Please send resume and letter of interest to:

Darnell Griffin-Benton (Ms.)
Administration Manager, Legal Department
Urban Redevelopment Authority
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