



Job Description

Position Title: **Real Estate and Land Development Manager**

Team: Programs

Supervisor Title: Sr Dir Programs

Date: 9/22/21

FLSA Status: Exempt

Non-Exempt

General Position Summary:

Responsible for managing all property acquisition and development activities while being held accountable to the Sr Director of Programs for strategic and operational decisions made with a focus on project feasibility, budgeting, and schedule.

Core Responsibilities:

1. Land Acquisition Strategy
 - Create and maintain a 2-year property inventory
 - Develop and maintain 3-to-5-year property strategy including future communities
 - Coordinate with family services and construction teams to ready properties for offer and build
 - Land budget creation and management
2. Land Acquisition
 - Identify and assess land and properties for acquisition
 - Perform financial analysis and develop pro forma statements for projects
 - Obtain and analyze prepurchase reports such as environmental reviews or surveys
 - Ensure all purchases under consideration meet the homeownership program's standards for clients, construction, and cost
 - Complete property acquisitions through the offer and closing process
3. Site development
 - Manage the development of design plans, project plans, and project budget
 - Manage zoning, master development plan, platting and other required land entitlement processes
 - Manage land development activities from bidding through lots being ready to build
4. Relationship Management
 - Establish and maintain relationships with municipal staff, local real estate professionals, and local design and engineering professionals
 - Work with local builders and developers to leverage opportunities for partnerships
 - Work with donors on the analysis and acceptance of property gifts

Requirements:

- Undergraduate Degree in Civil Engineering, Construction Engineering, Engineering Business, Real Estate, Planning, or equivalent years of direct experience required
- Experience in land acquisition and development in a production builder environment
- Knowledge of the Des Moines land market is highly preferred
- Residential subdivision development experience preferred
- Analytical decision making, collaboration, leadership, and management skills
- Strong interpersonal, written communications and public speaking skills

Job Competencies:

Demonstrate commitment to Greater Des Moines Habitat for Humanity’s Mission and Values

Mission

Seeking to put God’s love into action, Greater Des Moines Habitat for Humanity brings people together to build homes, communities and hope.

Values

- Build Solutions
- Build a Safety Mindset
- Build Faith and Family
- Build as Stewards
- Build with Heart

Normal Work Environment (Check best description):

Office	Outdoors	Retail	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Continuous (67-100% of workday)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Frequent (34-66% of workday)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Occasional (1-33% of workday)

Physical Requirements:

Continuously = 67-100% of workday

Frequently = 34-66% of workday

Occasional = 1-33% of Workday

- | | |
|-------------------------------------|---------------------------------------|
| <u>F</u> Sitting | <u>O</u> Standing |
| <u>O</u> Bending | <u>O</u> Twisting |
| <u>O</u> Stooping | <u>O</u> Reaching above Shoulder |
| <u>O</u> Kneeling | <u>O</u> Reaching below Shoulder |
| <u>O</u> Crawling | <u>O</u> Working at Low Position |
| <u>O</u> Climbing Stairs | <u>O</u> Pushing/Pulling |
| <u>O</u> Climbing Ladders | <u>O</u> Working on Elevated Surfaces |
| <u>O</u> Driving | <u>O</u> Walking |
| <u>O</u> Working on uneven surfaces | |

Weight Lifting/Carrying:

F Sedentary (0-10 lbs.)

0 Light (11-25 lbs.)

0 Medium (26-50 lbs.)

0 Heavy (51-74 lbs.)

0 Very Heavy (75-100 lbs.)

Dexterity:

0 Eye/Hand Coordination

0 Feet (foot pedals)

0 Fingering (picking, pinching, etc.)

0 Handling (holding, grasping, etc.)

0 Wrist Motion (repetitive flexion/rotation)

Hearing: Yes No

If yes, explain the reason hearing is necessary:

Hearing is necessary to perform the job as the ability to communicate verbally is essential to training and coordination with internal and external customers.

Visual Acuity Distance: (Example - clarity of vision at 20 inches or less):

Clarity of vision at 24 inches or less necessary to view computer monitor and read reports.

Equipment/Supplies/Tools

- Computer and Accessories
- Software/Cloud/Collaboration and Communication Systems
- Printer/Copier/Scanner/Fax
- Telephone/Mobile Devices
- General Office Supplies