



POSITION SPECIFICATION PLYMOUTH HOUSING

Title: Chief Real Estate Officer
Reports to: Chief Executive Officer
Location: Seattle, Washington

THE COMPANY

Plymouth Housing ends homelessness one person at a time. We provide housing and supportive services to adults who've been homeless for 2, 10, or 20 years. Currently, we own and operate 15 buildings across Seattle with over 1,200 residents served each year.

We're in a time of unprecedented need. In 2020, there were more than 3,300 single adults in King County experiencing chronic homelessness and in need of permanent supportive housing, such as Plymouth provides. In contrast, there are (on average), only five permanent supportive apartments available each week, countywide.

To meet this incredible need, Plymouth is growing as swiftly as we can. Our goal is to build an additional 500 apartments within the next three years as part of our recently completed, \$60 million capital campaign. For details on Plymouth's current development projects, please visit: <https://plymouthhousing.org/our-housing/community-development/>.

For more information about Plymouth Housing, visit the website at <https://plymouthhousing.org/>.

THE POSITION

We are seeking a dynamic leader to join Plymouth's Executive Leadership Team as Chief Real Estate Officer. This position oversees the real estate development activities of Plymouth Housing, both new construction and rehabilitation of older buildings and manages and trains the real estate development staff (4 FTE's). More broadly, this position leads a team which includes internal staff, development partners and external consultants. In addition to the management duties, this position also serves as project manager on 1-2 buildings at a time.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage real estate development staff in the development of permanent supportive housing
 - providing coaching and support of team members
 - allocating projects and monitoring progress
 - advancing staff skill development
- Direct all real estate development operations, including:
 - coordinating financial applications for both capital and operating funds
 - securing acquisition, predevelopment, construction and permanent financing



Plymouth Housing

- securing entitlements
- building community support and working with various internal and external stakeholder groups
- supervising architects, consultants, internal teams, contractors and other development team members; and
- monitoring development, construction and lease-up processes
- Collaborate with the CEO on developing real estate finance strategy, and develop budget and projections of fees
- Assist the CEO 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 Plymouth's Social Services and Property Management teams to create property management plans and agreements, define each project's target population and unit mix, and incorporate design recommendations
- Oversee transition from construction completion of projects to property management operations
- Train and support real estate development staff to be effective and become technically excellent in their knowledge
- 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 CEO to report to the Board of Directors on the progress of development projects and to request approval of new projects
- Work closely with the CEO to advocate for policies, programs and funding that support and expand permanent supportive housing
- Serve as an articulate, visible and effective spokesperson for the organization and its projects
- Develop relationships in communities where new projects are located and lead effort to incorporate community design elements in each new building
- Serve as project manager or support on real estate development projects as necessary

QUALIFICATIONS

(Any equivalent combination of knowledge, skills, abilities, education, and experience)

Education: Bachelor's degree in real estate development, urban planning, finance or related disciplines. Master's degree or advanced work in Real Estate Development, Finance, Business, or Urban Planning is preferred



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Required Experience: 7 or more years of increasingly responsible experience in non-profit real estate development, affordable housing, real estate finance or related fields.

Certification/Licensure: Valid Washington State Driver License and driving record acceptable to Plymouth's insurance providers.

Other Qualifications:

- Deep experience and technical expertise in all aspects of affordable housing real estate development, including finance, entitlement and design, construction, lease-up and operations.
- Strong strategic thinking, planning, project management, and analytical skills
- Experienced and effective manager.
- Strong presentation skills--clear oral and written communication skills with the ability to adapt to different audiences.
- Adept at relationship building and collaboration with individuals and community groups from a wide variety of cultures in a professional, respectful and engaging manner.
- Perseverance in tackling tough decisions with creativity and reasonable risk-taking.
- Ability to collaborate successfully across the organization. Including scheduling meetings, surveys and facilitating input in various forms.
- Ability to lead and thrive in a dynamic environment of change, challenge and multiple priorities.
- Proficient and experienced with Microsoft Office applications, particularly Word, Excel, and Outlook.

FOR MORE INFORMATION:

Plymouth Housing has retained **Simkin Search LLC** to conduct this executive search. Specializing in affordable housing and community development, Simkin Search partners with you to attract real estate professionals with the skill, experience and passion to drive your organization forward and with the temperament and leadership style to thrive in your team's culture. <http://www.simkinsearch.com/>

Submit all inquiries and applications to:



Linny Simkin (she/her)
 Managing Principal
Simkin Search LLC
 Office 206.366.1012
 Cell 206.743.7392
linny@simkinsearch.com