

Director of Real Estate
Prosper West San Antonio
630 SW 41st Street, San Antonio, TX 78237

ORGANIZATION

Prosper West San Antonio, formerly Westside Development Corporation, is a nonprofit organization founded in 2006, by the City of San Antonio. Our mission is to foster economic development, promote the development and redevelopment of real estate within our service area, while preserving the character, culture, and history of the Westside.

JOB SUMMARY

The Director of Real Estate will advise on strategy and oversee all real estate initiatives of the organization, with a primary focus on revitalizing neighborhoods and commercial corridors to advance economic opportunity and preserve affordability for San Antonio's Westside. The Director will work in all aspects of real estate including residential, commercial, and mixed-use developments.

ARE YOU A FIT AT PROSPER WEST?

Prosper West is a small but mighty nonprofit working to build wealth in innovative ways for the residents and small businesses of San Antonio's Westside. As a small nonprofit, every member of the team works together and wears many hats (even the CEO gets their hands dirty).

The ideal candidate is someone who sees beyond "what is" and motivated by "what can be." You are not easily discouraged but instead find opportunity in the challenges. You are scrappy and entrepreneurial in spirit. You thrive in environments where you chart the path but welcome team collaboration and are willing to learn. You value understanding the big picture of the organization and your role in it. You like to share knowledge and develop other team members around you. You are proficient with, and embrace the use of, technology and look for ways to leverage it for greater impact and productivity. You understand the value of relationships in getting things done and have established a great network that can assist you in your role. You genuinely like people and believe that work can be fun with the right team.

If most of this sounds like you, read on!

JOB DESCRIPTION

- Facilitate community discussions about real estate and help them design a vision around particular site(s)
- Develop Requests for Proposals and evaluate responses to develop recommendations for committees and leadership
- Manage and execute day-to-day operations of a real estate portfolio that includes commercial, residential, and mixed-use developments
- Identify acquisition opportunities and available funding sources for capital investment(s)
- Make real estate recommendations that promote investment in low-income neighborhoods and stimulate economic activity while fostering affordability and mitigating displacement
- Research best practices, case studies, and successful real estate models from other cities

JOB DESCRIPTION CONTINUED...

- Prepare financial budgets, reports, and statements relating to real estate activities for awarded grants, City Council, Bexar County, Board of Directors, and other organizations, as needed
- Maintain a working knowledge of significant developments and trends in the field to stay compliant with all governmental regulations, policies, procedures, and regulations
- Coordinate with local government and legal counsel on any necessary real estate or legal matter
- Build and maintain positive and effective relationships with local and county government officials, partners, banks, investors, contractors, and others
- Facilitate reporting process with President and CEO to include cash flow forecasting, monthly performance with variance analysis, annual operating budget, and capital expenses
- Implement best practices, procedures, and standards that promote an effective work environment
- Oversee the negotiation of agreements, inspection(s), vendor contracts, and other documentation
- Oversee and manage contractors and vendors for effective service delivery and project completion
- Oversee and manage all aspects of real estate projects
- Prepare, document, and update all records, legal notices, contracts, reports, etc.
- Provide supervision and mentor team members to further develop competencies
- Participate in organizational programs and activities as required
- Represent the organization as necessary at meetings, hearings, public events, etc.

EDUCATION

- Bachelor's Degree in Real Estate, Finance, Urban Planning, Public Administration, or Business Administration

SALARY

- \$65,000 - \$90,000 (commensurate with experience and alignment with preferred qualifications)

PREFERRED QUALIFICATIONS

- 5+ years of experience in real estate investing, asset management, affordable housing real estate development, and/or commercial property acquisition
- Experience with raising and structuring investment capital
- Ability to analyze complex data including proformas and financial models, perform sophisticated analysis, and make appropriate recommendations and decisions
- Ability to implement a method and/or organizational framework for working through all real estate requests
- Knowledge of the San Antonio real estate market
- Knowledge and experience in leveraging public programs for development projects including tax abatements, tax credits, and other local, state, and federal incentive programs
- Strong, proven financial and underwriting expertise
- Experience with Real Estate Investment Funds, Real Estate Debt Funds, or Real Estate Investment Trusts
- Experience with Microsoft Office or Google Suite

DESIRED SKILLS

- Ability to manage multiple projects/properties simultaneously
- Strong attention to detail, time management, and organizational skills
- Communicates effectively with a variety of constituents including community, business leaders, donors, board members and partners
- Exceptional written, verbal and presentation skills
- Maintain confidential information obtained in the course of work
- Proficient in the use of technology including standard office and communication programs
- Demonstrate energy and enthusiasm for the mission of Prosper West San Antonio
- Bilingual in Spanish preferred

JOB TYPE

- Full-time position

SCHEDULE:

- Monday through Friday, 9 a.m. – 5 p.m. Occasional evening and weekend work may be required as job duties demand.

BENEFITS

- Paid health, dental and vision benefits
- Paid time-off

COMPANY'S WEBSITE:

- <http://www.prosperwestsa.org/>

WORK ENVIRONMENT

- Hybrid work environment – from home and in-office
- Prosper West is located at 630 SW 41st Street, San Antonio, TX 78237
- Prosper West's service area is bordered on the East by I-35 and downtown; on the South by Highway 90; on the West by Acme Rd, Commerce St, and 36th St; and on the North by Bandera Rd, Fredericksburg Rd, and Cincinnati Rd.

Please see map below

COVID-19 PRECAUTION(S)

- Remote interview process
- Personal protective equipment provided if necessary
- Sanitizing, disinfecting, and cleaning procedures in place

APPLY

Interested applicants should email resume, cover letter, and list of three references to info@prosperwestsa.org

****PROSPER WEST SERVICE AREA MAP****

