



Office: (216) 521-7260
Fax: (216) 529-0859

14300 Detroit Avenue
Lakewood, OH 44107

Position Title

Affordable Housing Business Development Manager

*Hybrid Remote

Position Summary

The Business Development Manager is a key leadership role responsible for driving strategic growth and expanding the impact of a non-profit affordable housing developer. This position focuses on identifying and cultivating new development opportunities, forging partnerships, and securing funding streams that support the creation and preservation of affordable housing. Working closely with the CEO, finance team, and development staff, the Business Development Manager ensures that projects align with organizational goals, community needs, and funding requirements.

Essential Functions

Site Selection, Opportunity Identification & Pipeline Development

- Identify and scout locations across the organization's service area for new construction and acquisition-rehabilitation opportunities. Ensure market demand and alignment with funding opportunities.
- Target high-scoring, competitive sites for LIHTC and other competitive funding mechanisms.
- Collaborate with local leaders, neighborhood groups, and other relevant stakeholders to identify property where site control is achievable.
- Research and evaluate strategic partnerships aligned with the organization's mission
- Prepare expressions of interest for pipeline projects to present to the board committees for approval.

Portfolio Expansion & Consulting

- Cultivate opportunities to expand LSC Service Corp. property management portfolio.
- Develop consulting engagements related to:
 - Affordable housing compliance
 - Affordable housing accounting & bookkeeping
 - Affordable housing relocation
 - Activity Coordination
 - Service Coordination

Non-Profit Board and Committee Engagement

The Business Development Manager will actively engage with the organization's Board of Directors and relevant committees, particularly the Business Development Committee, to support transparency, strategic

Barton Communities

Premier affordable housing communities where older adults thrive.

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alignment, and collaborative decision-making. This includes providing regular updates on project pipelines, funding strategies, and partnership opportunities.

- Ensure all governance approval requirement and guidelines are adhered to
- Update as needed the Affordable Housing Real Estate Development Governance guidebook for Barton Communities.
- Serve as staff liaison to the Business Development Committee, preparing meeting materials, presenting project updates, and facilitating discussion.
- Collaborate with board members to leverage their expertise, networks, and influence in support of new initiatives and funding opportunities.
- Attend board and committee meetings as needed to report on progress, share insights, and solicit feedback.
- Support board education efforts by presenting on affordable housing trends, policy changes, and development strategies.

Funding Strategy, Project Initiation & Proposal Development

- Coordinate with internal teams and consultants to initiate predevelopment activities, including feasibility studies, due diligence, zoning analysis and early design.
- Prepare preliminary budget, schedules and financial pro-formas for internal review
- Research and apply for pre-development grants to minimize upfront costs for LIHTC and other affordable housing applications.
- Analyze available funding sources to build a viable and competitive capital stack.
- Track new and existing financing streams at the local, state, and federal levels to inform project feasibility.
- Maintain deep, current knowledge of OHFA's Qualified Allocation Plan (QAP).

LIHTC & Gap Financing

- Lead and support the preparation and submission of LIHTC and gap financing applications.
- Develop comprehensive application checklists and project timelines.
- Provide detailed analysis of funding documents to assess project viability.

Project Coordination & Communication

- Build and maintain trust-based relationships with for-profit and nonprofit partners, consultants, Limited Partners, and other professionals.
- Contribute to and manage the critical path of project timelines to meet development milestones.
- Serve as a primary point of communication with all stakeholders including legal, construction, engineering, environmental, financial, and development teams.

Representation & Training

- Attend and participate in OHFA committee meetings, training seminars, and relevant affordable housing conferences to strengthen agency relationships and represent organizational interests.

Strategic Partnership Development & Industry Engagement

- Lead the development of innovative strategies to expand housing stock and address emerging community needs.
- Collaborate and create relationships with other housing agencies, municipalities, elected officials, community organizations, developers, funders and other relevant stakeholders to monitor market trends and shape strategic planning.
- Stay informed about industry trends and the operations of key affordable housing agencies in Ohio.
- Support coalition building and advocacy efforts to advance affordable housing policy

Position Qualifications & Core Competencies

- Accountability
 - Takes ownership of responsibilities and outcomes.
 - Ability to work independently and collaboratively in a mission driven environment
- Analytical Thinking
 - Applies critical reasoning and problem-solving skills.
 - Proficiency in financial analysis, project budgeting, and advanced underwriting
- Communication
 - Strong verbal and written communication; able to convey information clearly and persuasively to diverse audiences.
- External Relationships
 - Establishes credibility and rapport with stakeholders, recognizing and leveraging opportunities.
- Initiative
 - Demonstrates self-motivation and proactive problem-solving.
- Project Management
 - Skilled at planning, organizing, and managing resources across multiple initiatives.
- Reliability
 - Consistently meets deadlines and manages priorities effectively.
- Strategic Thinking
 - Maintains a long-term perspective while aligning actions with organizational goals.
- Affordable Housing Focus
 - A demonstrated passion for and interest in affordable housing development.



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Qualifications

Education

Bachelor's degree in urban planning, real estate, public administration, business, or related field.

Master's degree preferred.

Experience

2 - 4 years affordable housing real estate development, community development, real state or non-profit sectors. Strong understanding of LIHTC and other public/private financing sources for affordable housing

Technical Skills:

- Proficient in Microsoft Office 365.
- Effective verbal and written communication skills
- Affordable housing & real estate financial underwriting experience required

Driver's License Required

Organizational Culture & Values

This position offers the opportunity to work in a passionate, equity-focused nonprofit organization committed to developing high-quality, sustainable, and inclusive housing. Candidates should bring a spirit of innovation, collaboration, and dedication to community impact.

Salary & Benefits

35 hour work week

Paid Time Off

401K – 50% Match up to 10% of employee salary

Section 125 plan – flexible spending plan dependent care, insurance premiums and medical reimbursement

Company paid Life Insurance up to \$40K

Shared Funding Health Insurance Model

16 paid holidays

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