TITLE: Business Development and DEI Officer

DEPARTMENT: Growth Builders LLC

REPORTS TO: Ed Gorman, President

SALARY RANGE: Commensurate with Experience

EMPLOYMENT CLASSIFICATION: Exempt ☒ Non-Exempt ☐

BACKGROUND:
At GROWTH by NCRC, we believe that no matter where you start in life, or the neighborhood you live in, every family deserves the opportunity to own a home, to start building wealth and to enjoy the American Dream. Our mission is to make homeownership possible for more people.

GROWTH by NCRC is fueled by the NCRC Housing Rehab Fund (the “Fund”), a private equity real estate fund focused on renovating and building new single-family houses to provide affordable homeownership opportunities in low- and moderate-income (LMI) communities or for low- and moderate-income people. The Fund has been operating for six years and is operating in over 19 cities.

The Fund is an affiliate of NCRC’s Development Corporation and is tasked to carry out NCRC’s signature community development initiative: GROWTH (Generating Real Opportunities for Work Through Housing). Growth Builders LLC employs the individuals who work on behalf of the NCRC Housing Rehab Fund, LLC.

POSITION SUMMARY:
Commensurate with our mission commitment to LMI and BIPOC communities, we have established a position dedicated to separate, but interrelated, aspects of GROWTH’s business: 1) business development and 2) diversity, equity and inclusion. The Business Development and DEI (Diversity, Equity and Inclusion) Officer will help further GROWTH’s mission by creating a pipeline of community development projects that will help build wealth for LMI and BIPOC people and communities.

With respect to business development, we are seeking an experienced and detail-oriented candidate who is able to identify business growth opportunities and develop strategies to increase the company’s ground-up pipeline. S/he will oversee business development for the NCRC Housing Rehab Fund, and any other associated real estate funds (current and future) as needed.

The position will require an in-depth knowledge and understanding of GROWTH’s products, pricing and policies and be driven towards increasing the volume and quality of ground-up
construction proposals and revenue targets. S/he is responsible for developing business relationships and creating a pipeline of real estate development opportunities to support the Fund’s short and long-term goals. The Officer will be responsible for cultivating and analyzing business opportunities and creating deal structures and agreements with various partners and parties, including joint venture partners, general contractors, and municipal agencies, i.e., housing authorities, land banks, etc. An understanding of politics and public procurement is desired.

With respect to Diversity, Equity and Inclusion, the Officer will help reinforce and grow our critical core value: Embracing Diversity. From new business to suppliers and contractors, this will be a collaborative effort with the executive team and the staff to further define and strategize around policies and plans for putting this value into action both internally and externally. A core component will be working to ensure that opportunities are given to diverse suppliers of goods and services commensurate with investor aims for the Fund.

The successful candidate will have at least 10 years demonstrated experience in the residential real estate construction industry, have a strong professional network, be adept at negotiating business deals and be able to make sound decisions that will benefit the company.

This role reports directly to the President of Growth Builders, LLC and will require close coordination and collaboration with the executive leadership of GROWTH and the various Department and Market leads.

This role can be performed remotely, but will require frequent travel to GROWTH’s markets. Some travel will also be required to the headquarters office in Washington, DC for executive meetings.

WHAT WILL BE EXPECTED OF YOU:

- Develop and sustain solid relationships with company stakeholders.
- Analyze prior data to determine which historical deals provided the best results to the customers, stakeholders and the company.
- Provide insight into product development and competitive positioning.
- Analyze financial data and develop effective strategies to reduce business costs and increase company profits.
- Conduct market research to identify new business opportunities.
- Manage pipeline of opportunities and key data points around dollars and dates in company database.
- Collaborate with company executives to determine the most viable, cost-effective approach pursuing new business opportunities.
- Create deal structures and negotiate on terms with stakeholders and third parties.
- Manage and follow through on all tasks associated with new deals through the closing date; ensure all documentation is properly filed and shared internally.
- Schedule and lead hand-off meeting to construction team on all new deals.
• Continue to track and assist in the development of projects handed over to the construction team to assure a successful completion of projects and negotiated terms and drive new business opportunities that build a pipeline of success in given markets.
• Help actualize the Company’s value: Embrace Diversity.
• Help develop the Company’s DEI policy.
• Provide guidance on best practices to assure ourselves and investors/stakeholders that appropriate opportunities are given to diverse suppliers of goods and services commensurate with investor aims for the Fund.
• Create and maintain supplier diversity lists/places we can procure services and goods.

COMPETENCIES: The knowledge, skills, and behavioral attributes necessary for acceptable job performance.

• Self-starter who enjoys generating sales opportunities and with demonstrated real estate experience driving company results.
• Experience drafting public-private partnerships and negotiating successful agreements with multiple parties.
• An understanding of the political and procurement processes that public sectors rely on for making public-private partnership deals work.
• Knowledge of diversity, equity and inclusion and ability to put knowledge into business practices.
• Motivated by and driven towards continuous improvement.
• The ability to travel frequently (minimum once per month).
• The ability to work in a fast-paced environment.
• Excellent analytical, problem-solving and management skills.
• Exceptional decision-making skills.
• Effective communication and engagement skills, both internally and externally.
• Strong business acumen.
• Detail-oriented.
• Proficiency in all Microsoft Office applications.
• Demonstrated experience or ability to develop high level of competency with Smartsheet, or similar project management software.
• Demonstrated alignment with and commitment to GROWTH’s core values (collaborate with grace, strive for excellence, embrace diversity and powered by ingenuity).

QUALIFICATIONS:
• Bachelor's degree in business management or administration, finance, accounting or related field.
• At least 10 years of proven experience in the real estate industry. Preferred candidates will have experience managing construction projects.
• Five (5) or more years doing business development in the real estate profession.
• Prior experience with, or responsibility of, diversity, equity and inclusion efforts preferred.
Physical Attributes:

- Able to remain in a stationary position, often standing or sitting for prolonged periods.
- Able to adjust or move objects up to 10 pounds in all directions.

Growth Builders LLC IS AN EQUAL OPPORTUNITY EMPLOYER.

EEO/AA

M/F/D/V