



Helix33 has been called to help solve the housing crisis in Indiana! Together, we will create 100 new communities by 2040. At Helix 33; Development and Construction work together to create sacred spaces for community. We are a group of people who figure it out. We live with Faith, boldness and courage. We go “All-in” We believe that people are a gift and treasure, and we are called to be stewards and servants. If that sounds like your tribe, we would love to explore what a deeper relationship might look like!

To learn more about Helix, check out our website at www.helix33.com.

Vice President of Development

POSITION DESCRIPTION:

The right candidate has proven ability to leverage public-private partnerships and existing relationships for land acquisition, entitlements, tax abatements, grants, soft loans and Federal, State and local government financing sources like TIF, READI, ARPA, Tax Credits, and Tax-Exempt Bonds. Existing relationships with local Mayors, Planning Directors, Economic Development Directors, Redevelopment Directors, Directors of local housing authorities and Indiana Housing and Community Development Authority is critical.

This position coordinates all aspects of development including (i) acquisition, (ii) pre-development planning and zoning, (iii) coordination with general contractors, engineers, designers, zoning consultants and (iv) lease-up through stabilization.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Strategic Planning and Execution:

- Develop and execute comprehensive development strategies aligned with company objectives, in the market-rate, workforce and affordable housing space.
- Identify new development opportunities, conduct feasibility studies, and assess market conditions to ensure successful project implementation.

Project Management:

- Lead all phases of development projects, including site selection, due diligence, entitlements, design, financing, construction, and lease-up/sale.
- Collaborate with cross-functional teams, consultants, and stakeholders to ensure projects meet quality, budget, and timeline goals.



Financial Analysis and Budgeting:

- Conduct financial analysis, feasibility studies, and risk assessments to determine project viability and investment returns.
- Ability to initiate, build, and build financial models for new development projects.
- Prepare and manage project budgets, monitor expenses, and optimize financial performance throughout the development lifecycle.

Compliance and Regulatory Oversight:

- Ensure adherence to regulatory requirements, including TIF, Tax Credit, Workforce Housing, zoning regulations, and other applicable laws.
- Oversee compliance processes, approvals, and documentation for all development projects.

Team Leadership and Collaboration:

- Mentor, manage, and lead a high-performing team of development professionals, fostering a collaborative and innovative work environment.
- Cultivate strong relationships with external partners, contractors, government agencies, and community stakeholders.

Additional Duties:

- Represent the Company at all times with professionalism and a commitment to quality.
- Other duties as assigned.

REQUIREMENTS

- Bachelor's degree in Real Estate, Architecture, Business Administration, or a related field. A Master's of Business Administration or related Master's degree is a plus.
- Ten+ years of multifamily development experience.
- Strong understanding of multifamily housing fundamentals including design, finance, construction, and management.
- Strong knowledge of real estate development processes, including zoning regulations, entitlements, and construction.
- Knowledge of & experience with the procurement and utilization of financial incentive mechanisms (TIF, abatements, etc).
- Solid financial acumen with experience in financial analysis, budgeting, and financial modeling.
- Excellent project management skills, including the ability to prioritize tasks, meet deadlines, and manage multiple projects simultaneously.



EQUIP. LEAD. IMPACT.

- Strong negotiation and interpersonal skills to effectively collaborate with stakeholders and influence decision-making.
- Exceptional leadership, problem-solving and conflict resolution skills.
- Proficiency in real estate development software and tools.
- Knowledge of sustainable building practices and green building certifications is desirable.
- Must model, foster, and drive Helix Core Values: Courage, Creativity, Holy Ambition, Integrity, and Gratitude

BENEFITS

- Great working environment
- Competitive Salary
- Paid Holidays and Paid Time Off
- Major Medical Coverage
- Dental and Eye Care
- 401K Match
- Company Paid Life Insurance

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. This Job Description is not an all-inclusive list of your functions and tasks. Job functions may be added, deleted, or modified at any time by your management team. Receipt of this job description does not constitute a contract of employment. I have read and fully understand ALL the requirements and demands of this position and believe I am mentally and physically capable of performing all these requirements with or without reasonable accommodations