



DWIGHT CAPITAL

Chief Operating Officer

Dwight Capital is a leader in commercial real estate finance and is one of the largest FHA/HUD lenders for multifamily and healthcare properties in the United States. Our range of services includes commercial lending across a variety of platforms such as FHA/HUD, Bridge, and Mezzanine Financing as well as Preferred Equity for both stabilized and new-construction properties.

Dwight is seeking a team player who has a “no job too big or too small” attitude. A proactive thinker with a can-do mentality who is ambitious and intuitive will prove successful. Dwight is looking for an individual who takes pride in their work and flourishes in a fast-paced environment. Must have the ability to manage time wisely, follow up, and communicate status of projects. Our ideal candidate will take direction from the Executive Management team well, offer creative and prompt solutions to issues, and provide meticulous attention to detail.

Role & Responsibilities

- Designs and implements business strategies, plans and procedures
- Establishes policies that promote company culture and vision
- Oversees daily operations of the company
- Advises the CEOs and Executive Team of ongoing initiatives and new initiatives
- Communicates information and strategic issues in a clear, concise, and relevant manner
- Manages relationships with current funding sources and actively seeks out funding sources that would be more advantageous to the company
- Manages the construction projects for new sites from obtaining leases to in depth understanding and review of the Contract Documents and Contractor Scopes of Work
- Serves as a liaison with regulatory authorities
- Manage and implement internal development projects and the operation of the company
- Plans and drafts agendas for weekly executive calls and quarterly companywide updates
- Manages discussions and spreadsheet for semi-annual and annual bonuses with Executive Team and Managers
- Responsible for maintaining insurance records, office lease information, client databases

Required Experience & Skill Sets

- BA or BS required. Emphasis in Business or Finance preferred
- 10 – 15 years of business experience and at least 5 years in a management role
- Strong working relationship with multiple HUD offices preferred

- Excellent analytical skills and a high degree of competence with Microsoft Office applications, especially Word and Excel

Overview of Benefits

- Employer contributing healthcare plan including dental & vision, as well as HSA and FSA account options
- 401(k)
- Floating holiday schedule (9 Days)
- Paid Time Off (PTO) commensurate with experience & tenure
- Transit & parking pre-tax plans with company subsidy where eligible
- Fully stocked kitchen (including Kosher) as well as catered lunch several times a week
- Wellness Benefits such as an on-site gym for employees, discounted gym memberships, and group fitness classes
- In-office services such as chiropractor & hair appointments monthly