

**Director of Real Estate**

Coalition for A Better Acre (CBA) is a membership-based community development corporation dedicated to resident empowerment and sustainable community revitalization for current and future residents of Lowell and Merrimack Valley. We promote healthy, vibrant neighborhoods by developing resident leaders, affordable housing and economic opportunities, and by responding to community needs through collective actions.

**Position Summary**

CBA seeks a full-time Director of Real Estate responsible for overseeing all real estate activities, including acquisition, development, financing, and asset management. This position reports to the Executive Director and plays a critical role in CBA’s mission to revitalize and sustain vibrant, healthy communities through strategic real estate development. CBA owns and manages 556 units of affordable housing consisting of 18 buildings/sites in Lowell, Haverhill, and Dracut. Since 1982, CBA has invested more than $167 million in developing stable neighborhoods in these communities.

**Real Estate Development**

* Identify and determine the feasibility of new projects and development opportunities that meet the mission of the organization
* Negotiate property acquisition contracts in conjunction with general counsel
* Assess various housing finance opportunities and programs
* Ensure that CBA locates, negotiates, and secures creative financing for projects
* Meet with city and state agencies and lenders to determine availability of development funding
* Select general contractors, architects, and other development consultants
* Ensure that systems are in place to effectively manage the development phase including systems to review budgets, timelines, communication, training to site staff, supervision of contractor, architect, and consultants
* Review final cost certification for each development
* Work with Director of Programs and other staff to involve residents of projects before and during development to get community input
* Foster and maintain relationships with lending institutions, public entities, general contractors, architects, and other community partners

**Asset Management**

* Oversee the work of CBA’s property management company
* Provide regular financial oversight and budgeting of CBA’s assets
* Ensure proper investor servicing and tax credit compliance
* Conduct short and long-term capital planning
* Work with the program staff to ensure an active and well-informed North Canal Housing Trust
* Ensure that residents of other CDC-owned properties are educated about property management practices

**Staff Supervision and Training**

* Directly supervise real estate development staff in accordance with organizational policies and procedures
* Perform performance evaluations for all supervised staff
* Ensure that adequate training is provided to all department staff
* Ensure coordination of efforts on developments with staff from other CBA departments to integrate programs when appropriate
* Evaluate need for new personnel positions
* Participate in the hiring of new and replacement personnel

**Staffing CBA Board Committees**

* Work with the Real Estate Committee chair(s) to prepare for committee business
* Ensure that key development decisions are brought before the Real Estate Committee for action and recommendation to the board of directors
* Provide adequate training and information to committee members so they can make informed decisions about specific developments
* Seek direction from committee members, utilizing their skills and expertise to further the mission of the organization and facilitate the progress of specific developments

**General**

* Ensure that department staff follow all organizational policies and procedures
* Develop new department procedures, as required
* Work with the Executive Director to develop and monitor annual Real Estate budget
* Attend Board of Director meetings to make presentations, as required
* Participate in the planning and implementation of agencywide events
* Represent the organization at meetings with funders and community organizations

**OUR IDEAL CANDIDATE**

Our ideal candidate is excited to be a part of a fast paced, energetic organization working with a diverse community.

* Bachelor's Degree or combined education and experience equivalent to five years' experience in housing development, real estate, and community development required; Masters preferred
* Experience with property management operations and developing property pro formas
* Demonstrated familiarity and experience in working with city, state or federal agencies, architects, engineers or property management professionals
* Knowledge of construction management, contract negotiation and oversight, developing budgets, developing resource development strategies
* Strong budgeting skills
* Ability to work collaboratively with diverse organizations and individuals and involve stakeholders in the planning process
* Strong verbal and written skills
* Highly organized, ability to work independently, delegate, negotiate, and problem solve
* Experience working with non-profit boards, committees, and volunteers
* Ability to speak Spanish or Khmer a plus
* Comfort using technology including spreadsheets, databases, word processing, Adobe
* Innovative and not afraid of changes and able to pivot when needed
* Passionate about working in the community

**Salary:** $$90,000-$110,000

**CBA offers competitive compensation and excellent benefits, including:**

* Paid Time Off
* Medical, Dental, and Vision
* Paid Life Insurance
* Tuition reimbursement
* 13 paid holidays and office closed the week between Christmas and New Years
* 5% contribution to your 401K whether you participate on your own or not
* Career advancement and professional development
* Great co-workers and an exceptional mission

**To Apply:**

Send a cover letter, resume and salary requirement to: pamela.miller@cbacre.org.

**CBA offers competitive compensation and excellent benefits.**

We are an Equal Opportunity Employer and consider qualified applicants for employment regardless of expression, age, color, religion, disability, veteran status, sexual orientation, or any other protected class.

