

Director of Real Estate Development

Position Overview

Community Partners for Affordable Housing (CPAH) is a nonprofit organization that develops affordable housing and provides services that empower individuals and families to secure and retain quality housing. The Director of Real Estate Development provides overall direction for affordable housing development including identifying new development opportunities, project feasibility assessment, assembling project financing, managing pre-development work, coordinating the construction/development process, and overseeing ongoing operations and long-term project compliance.

Essential Characteristics

- A minimum of 5 years of experience in housing development
- Successful completion of at least 3 multi-family affordable housing development projects
- Bachelor's Degree in Business, Planning, or related field; advanced degree preferred
- Strong knowledge of affordable housing financing, regulations, development, operations, and ongoing project compliance
- Must be self-directed, detail-oriented, analytical, strategic, and collaborative
- Excellent oral and written communication skills
- Strong computer skills including proficiency with Microsoft Office products
- Must possess a passion for CPAH's mission

Duties

- Identify and pursue opportunities for development and redevelopment of affordable housing including deal structure, site selection, feasibility analysis, project negotiations, development and operating budgets, proformas and coordinating community acceptance planning.
- Secure project financing including Low Income Housing Tax Credit applications, grant applications, donation requests, loan applications, negotiating financing terms, and coordinating multiple layers of financing.
- Manage development teams including selecting and overseeing architects, attorneys, consultants, lenders, engineers, general contractors, and other development team members.
- Manage public approval processes including design, zoning and permits, and make public presentations on behalf of projects.
- Build and maintain relationships with municipalities, partners, and community stakeholders.
- Oversee project construction to ensure timely completion including monitoring costs and budgets, change orders, and financing draws.
- Supervise the Director of Real Estate Management.
- Oversee all aspects of the Real Estate Department including single-family housing, property management, asset management, waitlist management and rental assistance programs.
- Continually develop required job knowledge, skills and core professional competencies.
- Perform other duties as assigned by the President.

Scheduling & Compensation

CPAH's standard office hours are Monday through Friday 8:30am – 5:00pm; some evening meetings will be required. Competitive salary commensurate with experience, and excellent benefits.

To Apply

Send resume, cover letter, and salary requirements to ranthony@cpahousing.org

CPAH is committed to the principle of equal employment opportunity. All qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, sexual orientation or gender identity.