



Job Description April 2016

JOB TITLE: Associate Director of Real Estate

DEPARTMENT: Real Estate

REPORTS TO: Director of Real Estate

SUPERVISES: Project Managers

STATUS: Full-time exempt **GRADE:** 6

ORGANIZATIONAL BACKGROUND: Urban Edge, is one of the largest community development corporations (CDC) in Massachusetts, has an active real estate pipeline and over 1,300 units of housing in the portfolio. Urban Edge is an innovative leader in the creation and preservation of housing and commercial development in Boston, with a current active pipeline of over 10 projects, including a mix of new construction, acquisition/rehabilitation, and commercial development. We are committed to developing and sustaining diverse urban neighborhoods of choice populated by resilient families and sustained by a dynamic web of community relationships. Since its founding in 1974, Urban Edge has grown from a small nonprofit homeownership counseling and real estate brokering organization to become one of the leading community development corporations in the country, with 30 staff and an annual operating budget of approximately \$3.5 million.

OVERVIEW: The Associate Director of Real Estate is a high energy, self-starting, results-oriented individual who reports to the Director of Real Estate to implement Urban Edge's Real Estate Development agenda that is set by the Director. The project management staff will directly report to the Associate Director. S/He has the ability and patience to oversee and complete over \$90 million of development activity annually using the challenges of the development process to nurture talented project management staff to become stronger professionals. Real Estate staff at Urban Edge manage every phase of the development process including conception, acquisition, financing, permitting, construction, and/or renovation. They do this for a wide variety of project types that consist of affordable multi-family housing, community facilities, commercial, and mixed-use properties. This requires that the Associate Director not only has a solid project management background but the interest to work through staff to accomplish Urban Edge's aggressive development agenda.

All of this work is intended to meet Urban Edge's long-term goal: To foster a diverse urban neighborhood of choice populated by resilient families and sustained by a dynamic web of

relationships. The Real Estate Department works toward that goal through activities that ensure the built environment is affordable, exemplifies good urban design, and contributes to an environmentally sustainable community. S/He must be able to multi-task, plan and direct the work of others, elicit and support enthusiasm from colleagues, and possess the flexibility to adapt to shifting priorities while meeting deadlines. S/He works to ensure that projects are completed on time, on budget, and in accordance with Urban Edge's affordability, green, urban design, financial, and resident engagement standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Supervisory

The Associate Director is responsible for the supervision of all project management staff.

- Responsible for ensuring performance expectations are set, communicated, and reviewed for all Project Management Staff.
- Responsible for monitoring progress of Project Management Staff toward overall objectives and adjusting plans as necessary to accomplish them.
- Responsible for the direction and supervision of staff with regard to training, motivation, discipline, and development.

Project Implementation

The Associate Director is responsible for managing staff, budget, and meeting project milestones and revenue projections. S/He completes the following tasks either by managing staff or directly.

- Independently create financial proformas, development budgets, and schedules for complex projects.
- Prepares applications and proposals to secure project financing from private, quasi-public, and public funding sources.
- Represents Urban Edge at meetings with lenders, funders, and contractors, prepare reports as required.
- Identifies and leads the project team of architects, engineers, contractors, property management, and other professionals to achieve the objectives of the project.
- Negotiates and manages contracts with consultants.
- Closes on all real estate transactions, including reviewing loan documents, due diligence, and any other activities required to close on real estate transactions.

Additional Responsibilities

- Available for evening meetings as necessary.
- Attend and participate in departmental, organization-wide and other meetings.
- Act in the best interest of the organization, reflecting the values of teamwork, collaboration and mutual respect.
- Perform other duties as needed or directed.

Qualifications:

Experience

Five (5) or more year's progressive experience in residential and/or commercial real estate development, real estate finance. Prior experience with supervisory responsibilities, involvement in community based affordable housing development.

Skills

- Ability to delegate and coordinate the work required to meet overall objectives within specified time and budget.
- Demonstrated ability to take a leadership role, plan and direct the work of others.
- Demonstrated experience in management of complex development projects.
- Familiar with public approval processes and public and private subsidy and financing programs.
- Demonstrated ability to elicit and support enthusiasm, commitment, and productive behavior from others in order to accomplish specific results through their efforts.
- Demonstrated ability to interact positively with the public and staff.
- Demonstrated ability to express thoughts, perceptions, and ideas clearly and concisely, verbally and in writing. Ability to effectively present information in writing including creating original materials.
- Excellent quantitative and analytical skills.
- Advanced financial analysis skills.
- Ability to prioritize and multi-task independently.
- Ability to make sound decisions within the scope of the job and excellent problem solving skills.
- Advanced spreadsheet skills and demonstrated computer literacy. Excellent computer skills in word processing, spreadsheet and data base applications and a high level of proficiency with Microsoft Office.
- Demonstrated ability to work with and understand people of all ethnic backgrounds and understand the problems of residents.
- Ability to work accurately under pressure, delegate and coordinate the work required to meet project deadlines and budgets.
- Organized and thorough follow through.
- Proven ability to anticipate, identify, and analyze opportunities and challenges; establish priorities, and efficiently allocate resources.
- Demonstrated ability to review and measure progress against specific criteria and to recommend enhancement or corrective action.
- Ability to work with middle and senior managers in a professional manner and to coordinate and prioritize projects.

Education/Training

Bachelor's degree in a related field. Master's degree in a related field a plus.

Application Information

Please forward resume and cover letter to Maria Caceres, Director of Administration, at mcaceres@urbanedge.org, or mail to Urban Edge Housing Corporation, 1542 Columbus Avenue, Suite 2, Roxbury, MA 02119.