



## ASSOCIATE DIRECTOR OF REAL ESTATE

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Urban Edge seeks a skilled and mission-driven team member who is interested in supporting a growing team as the Associate Director of Real Estate.

Urban Edge is one of the largest not-for-profit community development corporations in Massachusetts. We are located where Boston's Latin Quarter meets its historic African-American neighborhood, at the crossroads of Jamaica Plain and Roxbury, in Jackson Square. We aim to foster diverse urban neighborhoods of choice populated by resilient families and sustained by dynamic webs of community relationships. To achieve this goal: **we build** quality affordable housing for low- and moderate-income households; **we advise** hardworking families on homeowner services, financial education, taxes, and student loans; and **we organize** neighbors to become leaders of community change.

Urban Edge has a 2022 annual operating budget of over \$6.0 million, and we employ a staff of over 30. We have developed nearly 1,500 units of affordable housing and maintain a portfolio of 1,369 units. Residents of our housing and our community are diverse and multilingual. In 2022, we anticipate serving more than 2,500 families.

### OUR REAL ESTATE ACTIVITIES

We have an active pipeline of residential and mixed-use development projects. In 2022 we will complete construction on 62 affordable apartments, continue renovations on 78 apartments, begin construction on 65 affordable apartments, and submit funding applications for an additional 60 new homes. We will advance additional development projects in our pipeline, including homeownership and rental, and new construction and renovation projects, ranging from 15 to 200 units in size. We are deeply engaged in partnership with the Boston Housing Authority, Jamaica Plain Neighborhood Development Corporation, and The Community Builders to redevelop Mildred Hailey Apartments, a major public housing development in Jackson Square.

### THE ASSOCIATE DIRECTOR OF REAL ESTATE

Our real estate department is led by an experienced Director of Real Estate, and currently includes 4 dedicated project managers. The Associate Director of Real Estate will play an essential role in supporting staff and in executing complex real estate projects. Reporting to the Director of Real Estate, the Associate Director will supervise two or more project managers, and will assist with other department-wide management functions.

In coordination with the Director of Real Estate, the Associate Director will **coach, train, and lead staff** on all aspects of project management, and will **ensure that project management responsibilities are met**, either by managing staff or performing tasks directly. The Associate Director may manage some projects or project phases directly without staff support.

The Associate Director will:

- **Manage performance** and provide training responsive to each project manager's needs
- **Maintain and enhance systems** to support the efficiency and quality of work
- **Advance feasibility** and due diligence for acquisitions and refinance of existing properties
- **Secure permitting approvals and build community support** in collaboration with Community Engagement staff
- **Create and manage project budgets and schedules**
- **Secure funding** from public and private lenders and investors and manage compliance
- **Manage real estate transactions and closings** including negotiation of business terms
- **Assemble and manage project teams** including architects, engineers, and contractors, with support from a third-party owner's construction representative
- **Prepare for occupancy** by leading and coordinating the work of property management, community engagement, and relocation professionals, and
- Other departmental and organizational duties as assigned

### **DESIRED SKILLS AND QUALIFICATIONS**

Our ideal candidate will possess many of the following skills and qualifications. This is an excellent opportunity for an experienced project manager to step into a supervisory role, or for an industry professional to make a career switch into a development and management role.

#### Mission and Cultural Competency

- Demonstrated commitment to Urban Edge's mission
- Experience living and/or working in low-income communities and communities of color
- Fluency in a language other than English that is spoken in our communities is a plus

#### Supervisory Skills

- Experience or interest in supporting relatively new project managers in their professional development
- Ability to inspire positivity and productivity, and to adapt to different learning styles

#### Development or Closely Related Experience

- Ideally, five or more years' experience managing residential real estate development projects
- Oversight of two or more projects from concept to completion preferred
- Experience with Low Income Housing Tax Credits and other funding programs used for affordable housing and commercial development

#### Financial and Contract Experience

- Highly proficient with Microsoft Excel
- Experience with financial analysis and management of project budgets
- Experience working with contracts, loan documents, and/or investment agreements

#### Construction Management

- Understanding of design and construction processes, and green and healthy housing

### General Management

- Ability to independently organize and effectively prioritize own activities
- Strong written and verbal communication
- Consistent attention to detail and accuracy

This position requires availability for some evening meetings.

### **SALARY AND BENEFITS**

- Minimum salary for this full-time position is \$120,000, with higher salary potential dependent on qualifications
- Benefits include but are not limited to automatic 4% employer contribution to 401k, 80% employer payment on health care premiums, and 15 paid vacation days
- Hybrid work environment: employees may work from home up to 2 days per week, on a fixed schedule.

### **COVID POLICIES**

- Urban Edge maintains comprehensive policies for employee safety and well-being related to the covid pandemic. Additional information on policies including vaccination is available on request. Urban Edge staff are currently working in the office under our hybrid schedule.

### **TO APPLY**

**We encourage all interested candidates to apply.** Applicants who don't have a particular skill or qualification are encouraged to identify how their personal and professional experiences will support their success in meeting the job responsibilities. Please submit a cover letter detailing your interest and your qualifications for this position, along with a resume to: <http://annsilverman.com/associate-director/>. Applications will be reviewed and acknowledged as they are received.

See [www.urbanedge.org](http://www.urbanedge.org) for more information about our organization.

All candidates must have legal authorization to work in the U.S.

*Urban Edge is an Equal Opportunity and Affirmative Action Employer. We encourage applications from candidates from diverse backgrounds and cultures.*