Who are we?
The Community Builders, Inc. (TCB) is an innovative, impactful nonprofit real estate developer and owner. Our mission is to build and sustain strong communities where all people can thrive. We envision a world with vibrant, safe and inclusive neighborhoods where all people live in healthy homes with equitable access to resources and opportunities to pursue their dreams, and we work to make that vision a reality. Founded in 1964, TCB currently owns/manages 12,000+ units of rental housing across the Northeast, Mid-Atlantic, and Midwest.

Why work at TCB?
Opportunity is not equally available across households and regions. America has enormous racial and economic segregation because of government backed policies such as redlining, unequal access to nonpredatory homeownership loans, racial covenants and exclusionary zoning. As a result, quality housing in good neighborhoods with reasonable access to jobs is out of reach for many Americans. Now more than ever, TCB aims to make vital contributions that address this fundamental opportunity gap, by adding to the stock of affordable quality homes in thriving communities for all people.

The Development Senior Project Manager role at TCB

Are you a creative problem solver with a focus on positive outcomes? Do you enjoy working on tangible projects that make a financial and physical difference to the communities where we work? Do you bring a drive for results and a desire to make a real difference? As a Development Senior Project Manager, you will join our Mid-Atlantic team and support efforts to grow our portfolio of affordable and mixed-income housing projects in the Maryland and District of Columbia. The successful candidate will have responsibility for implementing real estate development projects from initial conception through closing, construction, and stabilized occupancy, delivering quality finished products on schedule and within budget.

We seek candidates with the demonstrated ability and desire to:

- Excel at relationship management, community engagement and strategic positioning
- Initiate projects through site analysis & selection, financial feasibility, schedule & budget, and secure appropriate local support
- Determine project viability with financial structure, funding commitments, cost estimates, establish project pro forma, and due diligence
- Coordinate and manage competitive proposal (e.g. RFQ/RFP) responses; demonstrate an ability to thoroughly convey TCB’s attributes to potential clients
- Lead the structuring, assembly, and review of funding applications; coordinate and manage closings
- Oversee project design and construction to ensure the timeliness, quality and cost effectiveness of all associated activities
- Secure necessary public approvals, including zoning
• Ensure effective coordination and collaboration among internal teams, including Property Management, Community Life, and Asset Management, throughout development process
• Manage appropriate public and community meeting processes
• Manage project expenses with support from accounting and other internal teams

**TCB succeeds with diverse and inclusive teams**

TCB is committed to ensuring diversity in its workplace, and candidates from diverse backgrounds are strongly encouraged to apply. TCB’s commitment to diversity is reflected at all levels of the company, including a governing board which is 50%+ people of color and 40%+ female and senior staff--director level and above--which is currently 40%+ people of color and 50%+ female. As a mission-directed nonprofit with a longstanding focus in urban neighborhoods, TCB believes that our potential impact as a local partner, housing provider, and great neighbor, are immeasurably enhanced when staff and leadership combine technical proficiency with the abilities, perspective and insight that can only arise from true representation of the communities that we serve.

**What’s in it for you – professional development**

• We lead with the mission. TCB takes on tough and complex projects for the express purpose of making a lasting difference for the communities that we serve.

• You will work with a team of bright and dedicated individuals, whose creativity and persistence and get it done attitude make for an enriching work environment.

• You will be challenged to continually build and refine key skills including thought leadership and relationship management which determine how the team works through complex decisions to achieve meaning results. We look for individuals who can grow with TCB over time into more senior level development positions.

• TCB is part of a network of America’s leading national nonprofit developers and owners so we learn not just from our own experience, but our peers as well. We are involved in advocacy at the federal, state, and local levels, using our experience to help shape public policy.

**Here’s what we’re looking for**

• Experience with development of mixed-finance transactions and the ability to successfully drive and close these transactions. Must have ability to manage all elements of a project, from creating a successful application for tax credits to managing construction and lease up calls.

• Experience with large scale residential real estate development; managing a sizeable development team of internal and external contributors; transaction structuring; public/private financing and developing budgets; and understanding regulatory issues and permitting processes.

• Bachelor’s degree required; Master’s or further enrichment also a plus. Minimum of 5-7 years of relevant experience required; affordable housing industry practice/track-record strongly preferred.

To apply for this position please send a resume and cover letter to David Jones, Vice President of HR, at david.jones@tcbinc.org.