



Director, Housing & Real Estate Development

Cherry Hill Development Corporation

Reports To: Executive Director

Cherry Hill Development Corporation (CHDC) seeks a Director of Housing and Real Estate Development to advance the organization's goals around community revitalization, economic development, and the creation of mixed-income housing. This is a new position.

JOB SUMMARY

The Director of Housing and Real Estate Development will support the Executive Director by leading CHDC's real estate development activities, coordinating stakeholders, and facilitating development activity that aligns with CHDC's and the broader community's goals. This role will be guided by CHDC's strategic plan and the objectives set forth in the Cherry Hill Transformation Plan.

MAJOR DUTIES/ESSENTIAL FUNCTIONS

- Leads the solicitation of services, negotiation, and management of contracts for design, construction, and other capital development-related services. This may include drafting requests for proposals, reviewing submissions, making recommendations for awards, and interfacing with contractors and others involved in a residential construction project.
- Manages the creation and evaluation of capital development budgets and schedules, identification of appropriate funding sources, and proactive management of project milestones and budgets; identifies relevant funding opportunities and spearheads the application process for the CHDC.
- Demonstrates an advanced knowledge of State & local government financial and real estate development tools.
- Consistently reviews and evaluates construction-related documents, including building plans, zoning, and permitting notices, draws, and schedules.
- Maintains the coordination of all homeownership-related functions including relationship management with partner organizations, real estate professionals and community residents, homeownership counseling, first-time homebuyer pipeline or homebuyers' club, development pipeline, and the functions of the hand-off to and functions of the Community Land Trust.
- Facilitates market-driven and healing-centered capital planning and investments that advance the Transformation Plan, ensuring CHDC's participation as a stakeholder or development partner, as appropriate.
- Conducts feasibility analysis, financial modeling, and underwriting functions to evaluate development opportunities and to prioritize them accordingly.

- Prepares responses for public solicitations as it relates to property acquisition and maintains compliance with new and existing housing programs and funding sources.
- Staffs the Cherry Hill Housing Task Force and coordinates all activities around recruitment and engagement of members, as well as coordinating and presiding over meetings.
- Attends all CHDC Board of Directors and other relevant stakeholder convenings.
- Prepares and delivers high-quality oral presentations, written reports, and other documents to illustrate CHDC's housing development progress and planning to the Executive Director and Board monthly.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of customer service principles.
- Knowledge of modern office principles and practices.
- Knowledge of computers and job-related software programs.
- Advanced skill in problem solving, strategy development, and implementation.
- Advanced skill in prioritizing and planning.
- Advanced skill in interpersonal relations.
- Advanced skill in oral and written communication.

SUPERVISORY CONTROLS

The Executive Director assigns work in terms of priority, but the Director of Real Estate Development will operate with a considerably level of latitude.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied external-facing and project management duties. The need for accuracy and attention to details contributes to the complexity of the position.

CONTACTS

- Contacts are typically with co-workers, community residents, grantors, landlords, property owners, real estate agents, and the general public.

- Contacts are typically to exchange information, motivate persons, resolve problems, collaborate on projects, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while walking. The employee occasionally lifts objects weighing 24 pounds or less.
- The work is typically performed in an office setting and occasionally outdoors.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None

MINIMUM QUALIFICATIONS

- Advanced experience in affordable housing, commercial development, State & local government, community engagement. Work with nonprofits a plus.
- Knowledge and level of competency commonly associated with at least five (5) years serving in a real estate development capacity; direct people management ability is preferred, including pipeline management, hiring qualified teams, solicitation of bids and overall design, construction, and property disposition.
- Strong organizational and communication skills, with a keen attention to detail, and the ability to multi-task.
- Possession of an undergraduate degree required; relevant graduate-level coursework desired.
- Advanced proficiency in the Microsoft Office Suite including Microsoft Excel, Word, PowerPoint, and computer-based financial modeling, and underwriting tools, as well as technologies associated with capital planning and property maintenance.
- Experience using office administration tools like printers, fax machines, and personal computers.



The Cherry Hill Development Corporation

COMPANY PROFILE

Formed in 1981 the Cherry Hill Development Corporation (CHDC) promotes the welfare and economic development of low-income residents in the Cherry Hill neighborhood of Baltimore City. Cherry Hill is a self-contained, historic African American community, located about 4 miles south of Downtown Baltimore, and bordered by the Patapsco River to the north. While Cherry Hill is a strong community with a rich history, the area has experienced disinvestment, high vacancy rates, and a large concentration of public housing. Recent investment like the 177-acre, 14M square foot, mixed used Port Covington development project, plans for Middle Branch Park, two new 21st Century public schools, and construction of a state-of-the-art fitness and wellness center, help set the stage for a brighter future for the neighborhood. This vision is laid out in the 2020 [Cherry Hill Transformation Plan](#), completed under the of CHDC.

POSITION BACKGROUND

The Director of Housing and Real Estate Development will support the Executive Director by leading CHDC's real estate development activities, coordinating stakeholders, and facilitating development that aligns with CHDC's goals. This role will be guided by CHDC's strategic plan and the objectives set forth in the Cherry Hill Transformation Plan.

The Director of Housing and Real Estate Development will lead the critical work of rehabilitating vacant rowhomes for affordable homeownership. The first phase, now in design, includes five properties. Concurrently, the Director will facilitate the development of new market rate rental and homeownership housing that advances CHDC goals. This position will also facilitate planning and partnerships to support large-scale capital development that advances the Transformation Plan, coordinating with agencies, developers, financial institutions, and others undertaking capital investments. This position will also be responsible for forming and coordinating a Cherry Hill Housing Task Force, interfacing with government agency staff, developers, large property owners, local businesses, nonprofits serving the area, and community organizations to increase the supply of quality mixed-income rental housing and new homeownership opportunities. The Director will be responsible for understanding the relationships among housing and other key quality of life factors including transportation, sustainability, commercial development, economic inclusion, workforce development, and relevant plans and activities to the development work of CHDC.

TO APPLY

Please submit a cover letter, resume, and salary requirements to Lydia Abel via email at label@chdcmd.org with the subject line: "Attention: Director, Housing and Real Estate Development Application."

Email inquiries only please; no phone calls.

Cherry Hill Development Corporation is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or political beliefs.