



PIEDMONT HOUSING ALLIANCE

Now Hiring **Real Estate Development Manager**

Reports to: Director of Real Estate Development

Position Status: FT, Exempt

Salary: based on related skills & experience.

Base salary starts at \$73,000, commensurate with experience. Additional opportunities for bonuses up to 5% of base salary.

Office in Charlottesville, VA. This position is a hybrid role.

To apply: Please submit a resume, cover letter, and references to chassawi@piedmonthousing.org. Applications will be reviewed on a rolling basis, and we encourage you to apply as soon as possible. We will not contact references without your permission.

ABOUT PIEDMONT HOUSING ALLIANCE

Piedmont Housing Alliance's mission is to create affordable housing opportunities and foster community through education, lending, and development. We are the backbone affordable housing organization in the region and operate through a collaborative approach as evidenced through a broad range of partnerships from new housing development to recently jointly opening Charlottesville's first Financial Opportunity Center. Our work reflects our core values of Equity, Opportunity, Home, Community, and Respect. Over the last five years, Piedmont Housing has increasingly deepened its focus on racial equity as a primary lens for the organization's work – internally, programmatically, and through advocacy - and we strive to become an anti-racist organization.

We define anti-racism as a practice – a continual, active effort to identify, evaluate, and dismantle the beliefs and structures that perpetuate racism.

POSITION SUMMARY

The Real Estate Development Manager is responsible for managing the entire development process of large, complex affordable multi-family projects, including feasibility analysis, acquisition, deal structuring, design development, financing, public approvals, construction, and close-out. Primary responsibilities focus on achieving the objectives for each active development and managing tasks related to property acquisition, pro-forma financial analysis, design,

construction debt and equity financing, closings, and lease-up and stabilization. The Real Estate Development Manager collaborates with other members of the Piedmont Housing team (development, community management, finance), with the design team, general contractors, public agency staff, lenders, legal, partners, and consultants.

The position will work as part of a small team and report to the Director of Real Estate Development.

Additionally, the Real Estate Development Manager will provide support to the Director of the Piedmont Community Land Trust (PCLT) creating permanently affordable homeownership opportunities using the community land trust (CLT) model.

Piedmont Housing Alliance is an Equal Opportunity Employer. We are committed to building a team that uplifts and values inclusive policies and equitable practices. Candidates of all races, ethnicities, nationalities, religions, genders, sexual orientations, ages, and abilities are encouraged to apply.

ESSENTIAL FUNCTIONS

1. Manage all facets of real estate development and community land trust projects from concept through completion, including:
 - **Feasibility, Entitlement, and Design**
 - Lead process from predevelopment and acquisition, through site plan review, design and permitting.
 - Create and manage market and financial analyses, feasibility assessments, budgets, and proformas.
 - Perform site due diligence, including review of zoning, utilities, etc.
 - **Financing and Construction**
 - Participate in preparing applications for project funding, including community engagement, pre-development, construction, and permanent financing, and submit related applications, documentation, and reports as required by lenders/funders.
 - Coordinate design team through construction, monitoring schedule, cost, and quality of work; accountable for managing adherence to schedule and budget.
 - Manage final punch lists and construction close-out.
 - Coordinate rehabilitation of existing homes to be sold to CLT homeowners.
 - **Portfolio and Operations Support**
 - Develop productive, positive working relationships and communication systems with Piedmont Housing Alliance colleagues in development, community management, and finance.
 - Liaison between real estate team and community management/operations on building-related issues.
2. Cultivate productive, positive, professional working relationships with the development community, lenders, various levels of government, and other public, private and non-profit partners.

3. Recommend and implement improvements on development policies, procedures, and systems.
4. Perform other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES

- Ability to successfully manage and deliver multi-faceted projects; demonstrated ability in project management, including coordinating teams and managing schedules, tasks and construction.
- Prior experience in architecture, real estate development, project management, and/or construction.
- Strong working knowledge of affordable housing development and finance.
- Ability to analyze information, evaluate opportunities, and recommend a course of action.
- Team player with excellent interpersonal skills, who interacts productively and positively with other members of the Piedmont Housing Alliance team.
- Strong communication skills, with ability to make presentations to residents, neighbors, civic leaders, government and funders.
- Ability to meaningfully engage with issues of racial equity and inclusion.
- Detail-oriented; able to plan, prioritize, and organize multiple projects concurrently.
- Capacity to adapt to change.
- Self-motivated, with an ability to work both independently and within a team setting.
- Proficient in computer software, including Word, Excel, and Power Point.
- Strong work ethic, integrity, and good judgment.

QUALIFICATIONS

While this position leads several vital areas of our work, it is not our expectation that candidates have a mastery across all areas; instead, we encourage candidates to apply who have self-awareness and humility around areas they will need to grow in and the motivation and aptitude to lead the learning required to hit the ground running.

- A minimum of 3 years of residential real estate project development and/or construction experience, preferably with affordable housing.
- Demonstrated skills in preparing and analyzing financial models and working with complex spreadsheets.

CONDITIONS FOR EMPLOYMENT

- Successful completion of a criminal background check and 10-panel drug screen.
- This position requires the willingness and ability to travel within the service region (Charlottesville city and Albemarle, Nelson, Fluvanna, Greene, and Louisa Counties).
- Candidates must own or consistently have a vehicle available for use for local and out-of-area travel as needed.

BENEFITS OVERVIEW

Piedmont Housing offers a highly competitive salary and benefits package which includes:

- **Generous Paid Time Off**
 - Four weeks PTO (sick + vacation); goes to five weeks after two years of employment.
 - One extra PTO day on (or near) an employee's birthday
 - 11 paid holidays
 - ½-day Fridays during the summer months
 - Four weeks of parental leave (birth or adoption)
- **Opportunity for merit-based bonuses**
- **Retirement**
 - 3% salary contribution to 403B by PHA
 - Match up to 2%
- **Medical**
 - Paid medical + dental insurance for employee
 - Dependent Care FSA
- **Training/Coaching**
 - Access to regular, paid training/travel opportunities through NeighborWorks Training Institutes (and other national intermediaries) as well as Virginia-specific opportunities to support skills and career development.