



## CHESAPEAKE NEIGHBORS

An Arc Central Chesapeake Region Company

### **Senior Consultant, Real Estate Development**

Chesapeake Neighbors is a nonprofit affordable housing organization that provides people with disabilities and those of low-income quality, affordable housing. Chesapeake Neighbors is in a time of growth and is looking to expand its portfolio of single-family homes to multifamily (two to up to 20-units) housing developments in Anne Arundel County and the Mid-Shore area of the Eastern Shore. Chesapeake Neighbors is an Arc Central Chesapeake Region Company. The consultant will also look opportunities to partner with other development companies, with a focus on nonprofit organizations, where Chesapeake Neighbors can have an ownership interest and a set aside of units for persons with disabilities.

The Senior Consultant of Real Estate Development will partner with The Arc's President & CEO to develop a three-year expansion plan and coordinate all aspects of the real estate development process.

#### ***Key Responsibilities:***

- Identify viable development sites and assist the President & CEO in identifying acquisition opportunities, including defining each project's scope; developing acquisition and funding options; and evaluating overall project feasibility
- For approved projects, coordinate funding for all real estate projects, including:
  - Coordinate financial packaging
  - Secure acquisition, predevelopment, construction, and permanent financing
  - Secure entitlements in conjunction with engineering and legal firms as approved by the President & CEO
  - Coordinate financial package
- In partnership with The Arc's President & CEO and Senior Director of Strategic Communications, build community support and work with various internal and external stakeholder groups
- Assist in negotiation of all major agreements and financing documents, including limited partnership agreements, loan documents, construction contracts, architectural agreements, property management agreements, and partnership agreements for joint ventures
- Provide project management support for real estate development activities

#### ***Qualifications:***

- Seven or more years' experience in housing development for people with low income
- Experience and technically proficient in all aspects of affordable housing real estate development, including finance, entitlement and design, construction, lease-up and operations
- An entrepreneurial and creative approach to problem-solving
- Ability to analyze complex data, perform sophisticated analysis, and make appropriate recommendations and decisions

The Senior Consultant, Real Estate Development could be an independent contractor or a Chesapeake Neighbors employee. It is anticipated that this will be a 20-25 hour a week position with the ability to move to full-time with growth.

To apply, please email cover letter, resume, and salary requirements to [people@chesapeakeighbors.org](mailto:people@chesapeakeighbors.org). Resume review begins immediately.

*Chesapeake Neighbors is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, age, disability, sexual orientation, religious and or political beliefs. We recruit, employ, retain, compensate, train, promote, discipline, terminate and treat all employees and job applicants based solely on qualification, performance and competence.*