

Job Description: Real Estate Manager

Hours: Full time (37.5 hours/week), exempt

Reports to: Executive Director

Salary range: \$60,000-\$65,000, commensurate with experience

Description:

Mt. Airy CDC undertakes real estate development projects that turn blighted and underutilized sections of Mt. Airy into vibrant and thriving community assets. The organization has completed projects that have produced high quality affordable housing, improved commerce along Mt. Airy's commercial corridors by attracting quality retail and service providers, and have produced a substantial positive economic impact on the neighborhood. Mt. Airy CDC's real estate development work focuses on: Commercial and Mixed-Use Development; Residential Housing Development; Public Space and Infrastructure Improvements; and Asset Management. The Real Estate Manager's duties include the following:

- Provide project management and oversight services for publicly and privately-funded improvement projects, including:
 - Preparing documents, soliciting, and analyzing competitive bids
 - Managing contractors to ensure satisfactory performance and timely progress.
 - Maintaining communication between contractors, design team, community stakeholders, and City staff.
 - Preparing and updating project timelines.
 - Working closely with finance staff to track/report on project costs and revenues.
- Support leasing of MACDC-owned properties, including:
 - Working with Executive Director and Managing Director to evaluate rental rates, manage and negotiate terms and conditions of lease agreements.
 - Coordinating with Finance staff to ensure rent collections.



- Coordinating with communications staff to market existing spaces and upcoming projects.
 - Overseeing regular property maintenance and capital projects.
- Working closely with the Executive Director, oversee and manage real estate development projects from planning through to completion including such activities as:
 - Creation of concept plans and project viability analysis.
 - Creation of project financial models.
 - Coordination with design professionals, general contractors, and other outside consultants.
 - Managing the acquisition and disposition processes for project properties.
 - Source and work with potential development partners.
- Secure sources of funding related to real estate projects, including activities such as:
 - Working with lenders and completing loan applications
 - Sourcing and securing needed grant funding, in coordination with the Executive Director, for projects under development.
 - Explore additional means of bringing capital to MACDC real estate development projects.
- Support the implementation of real estate and housing development goals in the Mt. Airy 2025 Neighborhood Plan.
- Develop positive relationships with neighborhood and institutional stakeholders.
- Represent the interests of Mt. Airy CDC in working groups related to housing and real estate.
- Provide general staff support for MACDC community programs and special projects.
- Other duties as assigned

Qualifications and Competencies

- 2 to 5 years experience working in Real Estate development
- Bachelor's degree or equivalent school/work experience



- Demonstrated success with managing and developing real estate development and (or) neighborhood infrastructure projects
- Detail oriented with strong verbal and written communication skills
- Ability to build strong relationships with diverse stakeholders
- Works well independently; problem-solver and self-starter who is dynamic in learning and implementing new skills quickly
- Fully-competent with email communications, Microsoft Office suite, Google Suite
- Experience with Microsoft Project or comparable project management software
- Position requires time spent both indoors and outdoors. Must be physically able to go out into the field throughout the year, walk, sit, stand, climb stairs, and visit active construction sites.

Benefits

- Hybrid in-office/remote working permitted (50/50)
- Health insurance (including vision)
- Dental coverage
- Life insurance
- Disability insurance (short term and long term)
- Paid time off (PTO) and 13 paid holidays
- Flexible spending account
- 403(b) retirement plan

About the Organization:

Founded in 1980, Mt. Airy CDC's mission is to preserve, empower, and enrich a vibrant and diverse Mt. Airy.

The CDC works towards its mission in four program areas: 1) Housing Counseling, 2) Real Estate Development, 3) Business Services, and 4) Community Programs.



By joining us, you will engage in truly meaningful work that seeks to strengthen local schools; help families purchase their first home or stay in it when they experience hardships; improve the physical infrastructure of our neighborhood; help new entrepreneurs develop and existing local businesses thrive; and ultimately connect neighbors with one another. You will be an integral part of our efforts to deepen the longstanding tradition of making Mt. Airy a welcoming place to call home.

To Apply

Interested applicants should submit a cover letter, resume via email to Sharon Kim: skim@mtairycdc.org with the subject line, "Real Estate Manager position."

Mt. Airy CDC is an Equal Opportunity Employer.

