

JOB DESCRIPTION

Title: Director of Real Estate

Supervised by: Executive Director

Description: Full-time, salaried position with benefits

Location: Hybrid remote and Boston office

About the organization: The Asian Community Development Corporation (ACDC) works in underserved and immigrant Asian American communities in the Greater Boston region to create and preserve affordable, sustainable, and healthy neighborhoods. We achieve this by building affordable homes and vibrant spaces, empowering families with asset-building tools, and strengthening communities through resident and youth leadership.

Roles and Responsibilities:

Asian Community Development Corporation (www.asiancdc.org) seeks a Director of Real Estate who will play a key role in the organization's housing development work. The Director will establish a pipeline of projects and oversee the execution and implementation of housing development, with a focus on ACDC's primary geographies of Boston's Chinatown, Malden and Quincy. The Director will supervise 1-2 Real Estate Project Managers as well as various consultants.

Duties include but are not limited to:

- Develops and maintains a pipeline of real estate projects, including searching for new projects, site assessments, feasibility analysis, assembling development teams, completion of acquisition and sales, obtaining financing, managing construction and project financial management.
- Directs and supervises real estate development staff, volunteers and interns, and manages project consultants.
- Oversees asset management function to safeguard the agency's assets and optimize cash flow and health of the portfolio.
- Engages in community planning efforts as they relate to real estate development goals.
- Collaborate with program staff on resident service delivery and engagement of tenants, residents, and stakeholders in support of affordable housing development.
- Works with the Executive Director and the Board's Real Estate Committee to establish affordable housing development goals and objectives, and reports to the Board as appropriate.
- Participates in coalitions and peer groups at the local/state/national level related to affordable housing and community development.

Qualifications sought:

- Minimum of five years of experience in the field of housing and community development.
- Preferred bachelor's or master's degree in a related field such as real estate development, urban studies, business, economics, architecture, or public policy.
- Familiarity with community development and affordable housing field.
- Excellent grasp of real estate development financing, public and private funding sources.
- Experience in all phases of real estate development from conception to occupancy.
- Experience in developing a pipeline of new projects.
- Ability to work with diverse constituents and stakeholders.
- Ability to establish and cultivate strategic relationships for the organization to advance its real estate development agenda.
- Excellent communication, writing and presentation skills.
- Proficiency in an Asian language a plus.



Asian Community
Development Corporation
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Benefits

- Medical/Dental/Vision insurance and flexible spending account
- Time off: 3 weeks of paid vacation, 13 paid holidays plus the week between Christmas and New Year's, 6 paid sick days, and 2 paid personal days per year
- Employer contribution with additional match in 401k for eligible employees
- Optional 4-day, 40hr workweek

Salary Range: \$130,000-160,000

Note: Starting salaries are ultimately determined by the scope of the position and the candidate's relevant experience and education.

ACDC's Commitment to Diversity, Equity, Inclusion, and Belonging

We are actively interested in ensuring that ACDC represents a range of experiences and backgrounds. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, age, gender identity, sexual orientation, disability status, or any other characteristic protected by applicable law. AA/ EOE

Work Environment

ACDC requires all staff to be fully vaccinated for COVID-19. The Boston office currently allows walk-ins on Tuesdays, and visitors and clients by appointment on other days. Masks are optional in the office. This position requires two days in the office until further notice. The office is climate controlled with heat and air conditioning and has operable windows.

To apply, please e-mail your resume to:

Angie Liou, Executive Director at angie.liou@asiancdc.org with the subject line: **"Director of Real Estate - [NAME]"**

Please include in your email how you learned about the job opening (personal referral, social media, website, etc.)