

Worcester Common Ground  
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## Real Estate Asset Management Position

### Worcester Common Ground, Inc.

The mission of Worcester Common Ground, Inc. as a Community Land Trust and a Community Development Corporation is to promote and develop permanent and sustainable improvements in the neighborhoods of Central Worcester through affordable housing, community activism, and economic development. We place emphasis on ensuring that all Worcester Common Ground, Inc. constituents have a voice in our process.

Worcester Common Ground seeks a dynamic Real Estate Asset Manager who is passionate about our affordable housing properties, our resident-led community development efforts, and views our portfolio with a social justice and anti-racist lens, to join our team.

The Real Estate Asset Manager (REAM) reports directly to the Executive Director and serves as the supervisor of the Property and Facilities Managers. In this capacity, the REAM will be responsible for the following:

Bi-lingual in English and Spanish required.

Renders assistance with Real Estate Project Manager during acquisition and disposition of properties.

Supervises Property and Facility Managers workflow

Manages and leads the company's diverse real estate lease portfolio and initiatives, with an eye towards sustainable improvements to encourage and achieve greater health outcomes for residents.

Prepares financial analyses.

Models a full lifecycle financial analysis for projects/assets in the portfolio.

Monitors vacant lots or buildings that are part of building pipeline for the organization.

Monitors all WCG's green space real estate locations (7) to ensure safety, cleanliness and help to foster health equity among residents.

Oversight of operations for eight sites owned by WCG but managed by outside management company to ensure all residents are treated fairly.

Investigate software systems to track work orders and produce reports to ensure efficient response times.

Manage the resident process with respect to moving in or out of a unit to ensure residents feel welcomed, safe and secure in their new home.

Conduct yearly unit inspections at time of lease renewal and weekly inspections of all common areas to ensure safety of residents.

Emergency on call hours may be required from time to time.

Works with Real Estate Project manager to complete first time homeownership opportunities by qualifying potential homebuyers and helping them to navigate the structural barriers in the mortgage process.

Proactively identify opportunities to meet the diverse needs of tenants and residents

**Skillset**

- Bachelor's Degree and/or 3-5 years of work history and experience previous experience in Finance, Accounting, Business, Marketing, or Real Estate.
- Aptitude for and interest in relationship-building, fostering community partnerships.
- Excellent communication skills, both verbal and written.
- Strong work ethic, responsible, self-motivated, able to execute and prioritize multiple ongoing projects.
- Commitment to and knowledge of social justice and anti-racist practices.
- Project management and evaluation skills to ensure all real estate efforts and programs are successful and authentically representing the community.
- Strong analytical skills: This skill is essential for evaluating and completing a wide range of real estate transactions

**Starting Salary: \$55,000**

**Benefits Package:**

- \*Full Health Insurance through Harvard Pilgrim Health, \*Dental Insurance through Delta Dental, Workers compensation, Accidental death and dismemberment - Life insurance equal to annual salary, A pre-tax savings plan matched by the company for the first 3% of salary contributed to the plan, The company has the option to provide IRA participant with a 2% bonus which is deposited into the employee's IRA account, 40 hours of sick pay with no carry over, Three personal days, Ten- vacation days with no carry over. These benefits are pro-rated based on the percentage of full-time employment. These benefits accrue throughout the year based on time of service. Current personnel policy allows for a ninety- day probationary period for all new employees.
- \*Available to full-time employees only.