



Job Title: Director of Real Estate Development

Position Type: Full-Time

Reports to: Chief Executive Officer, Felicia S. Pierce

WHY WORK AT NORTH SHORE CDC?

North Shore Community Development Coalition (North Shore CDC) is a regional nonprofit committed to investing in neighborhoods to create thriving communities. We envision a North Shore where every neighborhood is one of choice and opportunity. Our neighborhood revitalization model strengthens communities through affordable housing, resident leadership, youth workforce development, small-business support, and public art.

Our team is diverse, mission-driven, and deeply connected to the communities we serve. We offer highly competitive benefits, professional development support, generous paid time off, flexible work hours, and a culture centered on collaboration, innovation, and community Impact.

ABOUT THIS POSITION

The **Director of Real Estate Development** is a senior-level leader and key decision-maker at North Shore CDC. This position provides full ownership of the Real Estate department and is responsible for shaping the organization's long-term real estate vision. The Director will oversee all phases of real estate development from acquisition and predevelopment through construction, lease-up, and long-term portfolio management.

This leader will supervise and mentor a 5–6 member team including Senior Project Managers, Project Managers, Assistant Project Managers, and Portfolio Managers. They will also manage a wide network of consultants and partners to ensure strong execution across complex development projects.

The ideal candidate is strategic, collaborative, and grounded in community development values—bringing both innovation and disciplined execution to real estate initiatives. Cross-department coordination with Finance, Resident Services, YouthBuild, and the Punto Urban Art Museum will be essential to ensuring our projects remain community-informed, financially sound, and aligned with our mission.

KEY RESPONSIBILITIES

Real Estate Strategy & Development

- Set and execute a comprehensive real estate strategy aligned with organizational goals.
- Lead site identification, feasibility analysis, due diligence, and acquisition.
- Oversee predevelopment and development activities, ensuring projects stay on schedule, on budget, and aligned with community needs.



- Serve as a senior advisor to the CEO and executive leadership team on long-term real estate strategy, risk management, and pipeline growth.

Project Management

- Direct the full lifecycle of real estate development projects, from concept to lease-up.
- Coordinate with architects, engineers, contractors, lenders, legal teams, and other external partners.
- Maintain and monitor project budgets, timelines, and compliance requirements.
- Prepare ongoing progress reports and updates for internal leadership, funders, lenders, and public partners.

Community Engagement

- Engage residents, local leaders, municipal officials, and partner organizations to gather input and build support for development projects.
- Promote and advocate for affordable housing and equitable development practices across the North Shore.

Financial Management

- Manage project pro formas, budgets, and financial modeling with a high level of accuracy and strategic insight.
- Secure development financing, including LIHTC, state and federal funding, grants, loans, and philanthropic capital.
- Conduct ongoing financial analysis to ensure long-term asset sustainability and project viability.

Senior-Level Department Leadership

- Provide strategic leadership and full operational ownership of the Real Estate department.
- Supervise, coach, and support a high-performing team of 5–6 staff including senior-level managers.
- Oversee a broad network of consultants—architects, engineers, OPMs, attorneys, and specialists—ensuring strong alignment with project goals.
- Establish and maintain systems, workflows, and accountability structures to ensure consistent, high-quality project execution.
- Lead team meetings, pipeline planning sessions, and project reviews to keep staff aligned and supported.
- Create professional development plans and training opportunities to build staff capacity and strengthen departmental expertise.
- Foster a collaborative, mission-driven culture that prioritizes innovation, transparency, and cross-department problem-solving.



Qualifications

- 7+ years of experience in real estate development, affordable housing, or related work, with demonstrated success managing complex projects.
- Bachelor's degree in Real Estate, Urban Planning, Business, Public Administration, Architecture, or related field; Master's degree preferred.
- Experience supervising staff and managing consultants across multiple disciplines.
- Strong understanding of real estate finance, LIHTC, municipal permitting, and community development principles.
- Ability to manage multiple projects and deadlines while maintaining strong attention to detail.
- Excellent communication, negotiation, and interpersonal skills, with the ability to engage diverse stakeholders.
- Proficiency in project management tools and real estate financial analysis software.

HOW TO APPLY:

Please [visit this link](#) and click "Apply for this Position", or submit a thoughtful cover letter and resume with Director of Real Estate Development in the subject line to hr@oppcommunities.org.

Opportunity Communities (OppCo) Human Resources facilitates all job postings and recruitment activities for North Shore Community Development Coalition (North Shore CDC). Contact hr@oppcommunities.org with any questions.

North Shore CDC is an equal opportunity employer and encourages applications from individuals of all backgrounds.