



Associate Director of Real Estate

Madison Park Development Corporation (MPDC) seeks an Associate Director of Real Estate to join our Real Estate team. MPDC is an active and established community development corporation (CDC) that serves the Roxbury neighborhood of Boston with our housing and community development activities. Our mission is to develop and preserve quality, mixed-income housing in Roxbury, and to promote the renaissance of Dudley Square as a thriving neighborhood business district, recognized as a center of commerce and culture that anchors the economic revitalization of Roxbury.

The Organization and Its Programs

Since our founding in 1966, MPDC has been a catalyst for the physical renaissance of Roxbury. We have developed over 1,500 units of affordable rental and homeownership housing and more than 83,000 square feet of commercial space. MPDC currently has several residential and commercial projects in development or in construction, and a healthy pipeline of projects and opportunities. We are a financially strong and successful nonprofit with a history of strong partnerships with other local nonprofits and for profits. We operate programs in real estate development, asset management, arts and culture, youth development, resident support, and civic engagement.

Real Estate Development at Madison Park Development Corporation

MPDC's real estate development activities are led by our Vice President/Director of Real Estate, to whom the Associate Director would report. The department of five people includes staff engaged in project management, resident coordination and administrative support.

Responsibilities of the Associate Director of Real Estate

The Associate Director will be expected to oversee a number of housing and mixed-use development projects in various stages of planning and development. S/he will supervise some of our project management team to lead projects to successful completion. The successful candidate will have opportunities for increased levels of responsibility commensurate with experience and skills.

The Associate Director will:

- Conceptualize projects and conduct early stage feasibility analysis working with the Director of Real Estate.
- Assemble project financing including loan, grant and equity funds;
- Supervise and assist multiple project managers assigned to specific project duties;
- Supervise and assist project managers in key project areas including:
 - Planning and permitting at various stages of development;
 - Coordinate effective community outreach;
 - Manage project budgets, loan and investment closings;
 - Negotiate contracts and coordinate development teams;
 - Oversee projects during construction to ensure a timely completion within budget;
 - Oversee project marketing and lease up, working with property managers;
 - Maintain investor and lender relationships and transition to Asset Management;
 - Ensure compliance with public agency requirements.
- Manage other duties, including training other real estate department staff, as requested.

- Direct Project Management responsibilities as desired and necessary.

Our Ideal Candidate

MPDC is seeking a highly organized individual with significant project management and staff supervision experience. Our ideal candidate will be a passionate leader who enjoys all aspects of community-based real estate development and can embrace and implement the development goals of our targeted community. S/he is comfortable working in a fast-paced, community-based environment and will bring dedication, enthusiasm and a sense of humor to the work.

Desired skills and qualifications include:

- At least 6 years of real estate development experience
- Substantial work in affordable housing and/or commercial development in low income communities
- Demonstrated skill in preparing and/or analyzing financial pro-formas for commercial properties and/or subsidized housing
- Experience completing applications such as the Massachusetts One Stop
- Familiarity with project development in the City of Boston and financing sources in Massachusetts
- Demonstrated skill in managing design, development and construction teams
- Experience reviewing legal documents, managing attorneys and the closing process
- Some understanding of project lease up and property management
- Comfort building teams and motivating others
- Ability to manage multiple activities in a timely manner
- Creative problem solving skills
- An ability to communicate well orally and in writing with people from a range of backgrounds
- Excellent computer skills
- Ability to work well independently and with others
- Bachelor's or Master's Degree in a relevant field or the equivalent in additional work experience, and
- Proficiency in a second language (Spanish, Creole, Portuguese) a plus.

The Application Process

Madison Park Development Corporation offers a competitive salary, commensurate with experience and qualifications, plus generous benefits. The salary range is \$85k-\$125k annually.

Please submit a resume and a cover letter documenting your experience to: hr@madison-park.org. Fax #617-541-4900. No phone calls or letters please. Applications will be reviewed and acknowledged as they are received.

Madison Park Development Corporation is an equal opportunity employer. Roxbury residents, people of color and women are encouraged to apply.