



Building Hope: A Charter School Facilities Fund

Director Real Estate Development

Position Description

Position Summary

We seek a Director, Real Estate Development who will assist senior real estate development staff with day-to-day management of development projects. These responsibilities include support with acquisition, pre-development, pre-construction, construction, closeout and pre-operation phases.

We have positions open in Florida, Idaho and Washington, D.C.

Responsibilities

- Assist in the management of development projects including the oversight of architects, project contractors and consultants
- Work with Investment teams to provide due diligence information and feasibility analysis of potential acquisitions and development projects
- Research markets and investigate properties and coordinate site search in partnership with the local brokerage community
- Assist in negotiating and drafting contract terms and scope with design consultants and contractors
- Maintain project timelines and ensure milestones are met on time and within budget
- Provide project status reports to senior Development staff, Investments teams and other stakeholders
- Prepare and track development budget and contractor pay applications related to assigned projects
- Assist senior Development staff in securing the appropriate approvals, certifications, permits, etc. from city and other government agencies as required
- Manage and share project documents including, but not limited to, discretionary and non-discretionary approvals, covenants, construction documents, contracts/change orders and closeout documentation
- Attend project meetings with architect and contractor

Required Skills

- Demonstrated knowledge of real estate development and construction process.
- Strong project management skills and attention to detail.
- Strong critical thinking and problem solving ability.
- Exceptional written and verbal communication skills; Ability to produce and deliver effective presentations.
- Excellent quantitative and budgeting skills

Compensation

Salary commensurate with experience. Building Hope offers a competitive benefits package which includes: paid holidays, vacation and sick leave; 100% subsidized medical, dental, and vision coverage; tax deferred retirement with a company match of up to 6% annually; life insurance/AD&D; and short and long-term disability.

About Building Hope

Building Hope, established in 2003, is a national non-profit organization headquartered in Washington, DC that believes investments in the growth of quality charter schools will increase under-served children's chances of success in life.

Building Hope partners with individual and institutional investors, and philanthropic and government organizations to provide facilities financing, charter school facility development, incubator space, back-office business services and financial advisory services to charter schools nationwide.

How to Apply

Qualified candidates please submit your cover letter and resume to: info@bhope.org

Building Hope is an Equal Opportunity Employer