



Position Profile  
**Manager of Real Estate  
Development**  
Chesapeake Neighbors



Chesapeake Neighbors is partnering with Dragonfly Central to recruit the next Manager of Real Estate Development. This is an exciting opportunity to manage multifamily real estate development projects across the Chesapeake region.

### **The Organization**

Chesapeake Neighbors was founded in 2007 by The Arc Central Chesapeake Region as an independent organization. Chesapeake Neighbors grew out of a need to empower people with intellectual and developmental disabilities to have more choice when it came to housing. Today, Chesapeake Neighbors' mission is broad, supporting all people to have access to quality, affordable, safe housing in the community of their choosing. What started with one unit in Anne Arundel County has grown to over 60 affordable, accessible units across central Maryland and the Eastern Shore of Maryland.

The Chesapeake Neighbors' team brings significant experience to every phase of development, from site acquisition to full renovations, and extensive property management experience. Their strategic plan includes significantly expanding affordable housing opportunities throughout the region, serving 160 units by 2025.

For more information about Chesapeake Neighbors, see [www.ChesapeakeNeighbors.org](http://www.ChesapeakeNeighbors.org).

### **The Position**

The Manager of Real Estate Development (Manager) is responsible for project managing a variety of multifamily real estate development projects throughout Maryland. The Manager, in partnership with the Executive Director, will manage and provide leadership throughout the entire development process including feasibility analysis, acquisition, partner management, deal structuring, design development, financing, public approvals, construction, marketing, leasing, and close-out. This position will work cooperatively with internal and external stakeholders to meet real estate development goals. The Manager will be an active member of Chesapeake Neighbors senior management team.

### **Roles and Responsibilities**

The Manager will be responsible for managing all aspects of Chesapeake Neighbors and Chesapeake Community Development's mixed income housing developments. The Manager's other essential duties include:

- With the Executive Director and board leadership, negotiate development agreements, secure site control, manage land use approval processes, lead program design and financing, and close financing and oversee construction and lease up.
- With the Executive Director and development consultants, develop and build relationships with both funders and municipalities throughout Central Maryland and Maryland's Eastern Shore.
- Support site identification by analyzing prospective properties, including producing proformas and creating written project documents, coordinating due diligence activities, and evaluating the rental sub-market.
- With corporate leadership, prepare responses to requests for proposals and solicitations for bids by collaborating on the creative concept, analyzing the economics, and financing structure and preparing proposal material.
- Manage preparation of debt and equity financing applications for each assigned development
- Coordinate and present at resident and community meetings; support the Executive Director to coordinate external communications with corporate External Relations.

- With pre-construction/construction partners, manage the entitlement/zoning and permitting processes, and related community input and approval processes.
- In collaboration with the Executive Director and CFO, review and negotiate draft loan and partnership documents and manage the financial closing on each assigned development; coordinate with federal, state, and local government agencies, ensuring that all financing and government regulations are met and required approvals obtained.
- Manage and maintain development schedules to ensure timely completion of development milestones including closing.
- Coordinate construction matters with the internal and/or third-party construction manager (as applicable) to complete construction on budget and schedule.
- Support the Director of Operations to monitor marketing lease-up process to meet or exceed lease-up goals.
- Oversee timely completion of close-out process.
- Manage and coach future Real Estate Development team members.

### **Other Functions**

- With the Executive Director, support the Chesapeake Neighbors board of directors and provide regular Real Estate Development updates; prepare Board approval materials.
- Represent Chesapeake Neighbors at local, state, and national groups and committees.
- Perform other duties as assigned.

### **Experience and Attributes**

- BS in Business Management or related field required; MBA is a plus
- Five years of experience with all aspects of the real estate development process, from acquisition and financing through design and construction to stabilization required; at least two years of affordable rental housing development experience preferred
- Ability to work autonomously, in ambiguous situations with little direction, running toward problems without being asked; solutions oriented
- Exceptional critical and strategic thinking skills; adept at looking at challenges and executing multi-pronged solutions in collaboration with others in a fast paced, growth oriented, entrepreneurial environment
- Demonstrated and proven ability to build relationships towards a collaborative goal
- Ability to remain flexible, calm under pressure and adaptive to change as priorities shift
- Experience working across cultural, geographic, and organizational lines to align work, solve problems, and achieve goals
- Excellent oral and written communications; strong interpersonal skills with the ability to manage positive communication in difficult situations
- Proficiency in MS Word, Excel, Outlook, and knowledge of project management systems required

The salary for this position is \$90,000 per year. Chesapeake Neighbors offers a competitive total rewards package. The typical work schedule is Monday through Friday during Chesapeake Neighbors office hours with frequent night and occasional weekend meeting or events. This position is eligible for periodic telework.

### **Application Process**

Chesapeake Neighbors is partnering with Dragonfly Central to find the best candidate for the Manager position. To apply, email a cover letter that details you fit with the position's requirements and a chronological resume to [ChesapeakeNeighbors@dragonflycentral.org](mailto:ChesapeakeNeighbors@dragonflycentral.org) . For all other inquiries, contact Ginna Goodenow at [ginna@dragonflycentral.org](mailto:ginna@dragonflycentral.org) .

***Chesapeake Neighbors is an equal opportunity employer. Chesapeake Neighbors provides equal opportunity to all qualified candidates without regard to race, color, religion, ethnicity, sex/gender, national origin, age, marital status, military/veteran status, sexual orientation, gender identity, pregnancy, genetic information, disability, or any other characteristic protected by applicable law. Chesapeake Neighbors is proud of its commitment to and celebration of diversity, equity, and inclusion (DEI) throughout all aspects of its operations, vision, mission, and leadership.***