



Position: Director of Real Estate Production
ReBUILD Metro
Location: Baltimore, MD
Reports to: Chief Real Estate Officer
FLSA Status: Full-time, Exempt

About ReBUILD Metro

ReBUILD Metro is a nonprofit real estate developer leading long-term, community-driven revitalization in East Baltimore. Through partnerships with residents, mission investors, and public and private stakeholders, ReBUILD Metro restores homes, strengthens blocks, and renews neighborhoods once written off as too distressed to save.

The next phases of ReBUILD Metro's work will focus on completing the work in the original East Baltimore footprint and scaling its operations to address the City and State's \$3 billion Baltimore Vacants Reinvestment Initiative (BVRI).

Position Overview

The Director of Real Estate Production is a senior leader on the Development team at ReBUILD Metro, reporting to the Chief Real Estate Officer. The primary role of the Director of Real Estate Production is managing all aspects of the property development process including project feasibility, budgeting, implementation, design, entitlements and permitting, and marketing and sales of residential and community development projects including the rehab of existing rowhomes and new infill construction. This position works closely with and oversees a team of project managers, associates, and third-party consultants. The position requires strong interpersonal and management skills, along with an understanding of the entire real estate development process from concept through completion. The Director of Real Estate Production works primarily in-person at the ReBUILD Metro offices in Baltimore.

Key Responsibilities

- As directed by the Chief Real Estate Officer, leads the day-to-day progression of all aspects of the development process to deliver quality projects on schedule and within budget.
- Manage a portfolio of approximately \$10-20 million in annual redevelopment that equates to 25–50 acquisition, rehabilitation, rental, and homeownership projects in various stages of development and construction including new infill construction, mixed-use, and multi-family projects.
- Prepare and manage applications for public (e.g. TIF, BVRI, BRNI, CDBG) and private funding programs.
- Work with Accounting Department to oversee compliance with applicable funding requirements and reporting obligations.
- Oversee the design/entitlement/permitting/compliance process for internal and external members. Direct and support project managers in the creation of project budgets and

schedules and assist team members as they develop and implement project-specific goals, schedules, development plans, and budgets.

- Review project scopes, value engineering options, budgets, contractor and vendor procurement strategies, change orders, and draw requests.
- Oversee ReBUILD Metro's procurement practices to identify, vet, procure, and negotiate contracts with real estate professionals (architectural, engineering, planning, and legal).
- Work with Chief Real Estate Officer to develop market-specific site selection, real estate acquisition, and redevelopment strategies.
- Coordinate with staff to identify and mitigate construction schedule and cost risks. Ensure construction quality-control protocols.
- Oversee and maintain organization design standards, operating procedures, department budgets, and quality control standards.
- Coordinate with the Chief Real Estate Officer to implement neighborhood specific plans.
- Support Chief Real Estate Officer to provide reports and forecasts to management staff, funders, and Board of Directors on department production goals.
- Performs other related duties as assigned by Chief Real Estate Officer.

Supervisory Responsibilities

- Directly supervises development project managers and development associates within the Real Estate Development department.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include training employees; planning, assigning, and directing work; appraising performance; addressing complaints, and resolving problem.

Qualifications

- Bachelor's degree required in Real Estate, Urban Planning, Finance, Construction Management, Architecture, Engineering, Public Administration, Law, or related field required. Master's Degree preferred.
 - 8+ years of progressively responsible experience in real estate development, affordable housing development, construction management, community development, or related field.
 - Prior supervisory experience strongly preferred.
 - Prior experience with the following programs and funding sources preferred; Baltimore City housing and development programs, Maryland DHCD financing programs, HOME funding, CDBG funding, Historic Tax Credits, Low Income Housing Tax Credits, Scattered-site residential redevelopment and Single-family rental and homeownership programs.
 - Computer skills required: Microsoft Suite of Applications, including: Advanced Microsoft Excel, Microsoft Word; Outlook; PowerPoint; and Publisher software. Monday.com; YARDI.
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Recruitment Process

- For consideration, please send resume, salary requirements, and cover letter to recruitment@rebuildmetro.com.
- ReBUILD Metro offers a comprehensive benefits package including medical, dental, vision, life insurance, short and long-term disability, paid time off (PTO), and employer match 401(k) plan.
- Salary range is \$130,000 to \$145,000 commensurate with experience.
- ReBUILD Metro is an equal opportunity employer. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, age, genetic information, or pregnancy, or any other characteristic protected by law.