



Position: Development Manager
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 Baltimore. Through partnerships with residents, mission-aligned investors, and public and private stakeholders, ReBUILD Metro restores homes, strengthens blocks, and renews neighborhoods once considered too distressed to save.

As ReBUILD Metro continues its work in the original East Baltimore footprint it is scaling its operations to address the City and State's \$3 billion Baltimore Vacants Reinvestment Initiative (BVRI).

Position Overview

The Development Manager coordinates and manages the development process for renovating abandoned properties or new infill construction from project inception through stabilized occupancy or sale. Primary duties include securing site control, permits and approvals, developing budgets, managing vendors, creating and monitoring development and construction schedules, preparing reports for compliance, and ensuring timely completion and delivery of for sale and rental units. The Development Manager can expect to manage multiple projects simultaneously with support from Development Associates.

The Development Manager works primarily in-person at the ReBUILD Metro offices in Baltimore.

Key Responsibilities

- Developing project budgets for, and analyzing feasibility of, scattered site rowhouse reconstruction project.
- Reviewing, evaluating, and reporting on the financial feasibility of the proposed developments and any physical and/or regulatory constraints and impediments that might preclude project viability .
- Identifying, soliciting, and tracking sources of financing for the renovation or new construction of rental and for-sale rowhouses.
- Creating schedules and budgets, and tracking, and reporting project status to ensure projects remain on time and within budget.
- Identifying, documenting, and managing required reporting for both internal and external audiences.
- Coordinating the activities of external consultants to obtain zoning, entitlement, funding, permitting, and historic approvals necessary for project development.

- Preparing project financing applications and assembling and submitting documents to lenders and investors.
- Analyzing and responding to market conditions that inform the sale and rental of completed rowhouses.
- Facilitating the closing process for site acquisition and project financing, in coordination with internal departments and outside consultants. Communicate and track regulatory requirements and timelines associated with project financing to the development team and consultants.
- Monitoring construction progress and facilitating payments to contractors.
- Assembling and submitting closeout materials to funders and internal team members. Facilitate handoff to property management staff or to sales agent, as appropriate,.

Qualifications

- Bachelor's Degree in real estate finance, real estate development, urban planning, or a related field. One to three years of related experience and/or training, or equivalent combination of education and experience.
- Computer skills required: Microsoft Suite of Applications, including Microsoft Excel, Microsoft Word, Outlook, PowerPoint, and Publisher software. Facility with project management software, database systems (e.g. Access and YARDI), Adobe Creative Illustrator or InDesign, and ArcGIS/QGIS.
- Strong financial modeling, budgeting or job cost accounting skills preferred.
- Ability to work under pressure and coordinate numerous activities and groups of people efficiently.
- Working knowledge of zoning, planning, construction terminology, and environmental standards and policies, preferred.
- Familiarity with state and local housing finance programs (BVRI, BRNI, HOME, CDBG, TIF, CHAP credits) , preferred.

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 \$70,000 to \$85,000 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.