



**Job Title: Vice President of Real Estate Development**

**Reports To: Executive Director**

Founded in 1970, **Saint Mary's Housing Corporation** has over half a century of experience in providing affordable, quality housing for senior citizens in Northern Virginia. Currently owning and operating five communities with 769 units, we have established a remarkable legacy. Our past successes have equipped us with substantial resources that we are now poised to utilize on our next endeavor – building a robust and active affordable housing development arm. To spearhead this venture, we have established an affiliated non-profit entity, **Saint Mary's Communities, Inc.**, and are seeking an exceptional candidate for the role of Vice President of Real Estate Development. As the second employee, the selected individual will have the unique and rewarding opportunity to shape the future direction of **Saint Mary's Communities, Inc.**, cultivating an organizational culture that is professional, synergistic, and united by a shared passion for our mission. As we leverage our resources to support the financial feasibility of our projects, the Vice President of Real Estate Development will be instrumental in expanding our reach and impact, continuing Saint Mary's tradition of transforming lives through affordable housing.

**Job Overview:**

As Vice President of Real Estate Development, you will lead Saint Mary's Communities, Inc.'s real estate development initiatives, creating quality, affordable housing for senior citizens in Virginia, with a focus on Northern Virginia. You will be responsible for overseeing all aspects of the development process, including site acquisition, financing, design, construction, and lease-up. This role requires a strong understanding of affordable housing development, project management skills, and a passion for our mission. This is a growth opportunity that may lead to executive leadership of the organization for the right person.

**Responsibilities and Duties:**

- Lead the planning and execution of all real estate development projects, from site acquisition to occupancy
- Assemble and manage development teams, including consultants, architects, contractors, and property managers.
- Secure funding for projects leveraging public and private resources, especially low-income housing tax credits (LIHTC), and governmental subordinate loan and grant funds.
- Oversee the design and construction process to ensure projects are completed on time, within budget, and meet our quality standards.
- Work closely with the Executive Director and the Board to develop strategic plans and goals for the organization's development initiatives

- Establish and maintain relationships with partners, including industry associations, local government agencies, lenders, private developers, and community organizations.
- Conduct market analyses and site evaluations for potential development opportunities.
- Oversee land and property acquisition strategy to secure future development sites.
- Ensure compliance with all relevant regulations, laws, and guidelines related to affordable housing development.
- Represent Saint Mary's Communities, Inc. at community meetings, public hearings, and other events.

### **Qualifications:**

- Bachelor's degree in real estate, urban planning, business, or related field; master's degree preferred. CPA, CPM, or other relevant real estate certifications are a plus.
- Minimum 10 years' experience in real estate development, with focus on affordable housing.
- Proven history of identifying and securing potential affordable housing development sites and successfully managing those projects from start to finish.
- Strong understanding of all financing mechanisms for affordable housing, including LIHTC, HUD, Virginia, and local funding programs.
- Excellent project management skills, with the ability to oversee multiple projects simultaneously and meet deadlines.
- Strong leadership and team management skills
- Excellent communication and negotiation skills.
- Proficiency with Microsoft office suite programs (Excel, Word, PowerPoint) and excellent spreadsheet and writing skills.
- Passion for St. Mary's mission to provide quality, affordable housing for senior citizens.

### **Working Conditions:**

This is a full-time position that will require occasional evening and weekend work for community meetings, events, and urgent project needs. This position is fully remote with frequent travel to development sites as necessary. The candidate must reside within the DMV area.

### **Compensation:**

Salary is highly competitive and commensurate with experience. We offer a generous benefits package with paid time off.

Please submit a resume and cover letter to [jspencer@saintmaryshousing.org](mailto:jspencer@saintmaryshousing.org). Resumes without a cover letter will not be considered. No phone calls please.

**Saint Mary's Communities, Inc. is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.**



This position description is intended to describe the type and level of work that will be performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities of a person so classified.