



**Position Title: Director of CA Real Estate Development**

**Status: Full-time, Regular, Non Exempt**

**Location: Oakland, CA (other CA locations may be possible)**

**Position Description:**

Self-Help has an exciting opportunity for an entrepreneurial Real Estate Development professional to build out this line of business that has just recently started for Self-Help in California. **The Director of CA Real Estate Development** will help envision and lead our community-based real estate development work in the state. Building capacity to expand community-based real estate development activity, in close coordination with our well-established branch network serving generally underserved populations in the state, is a strategic priority for Self-Help. The successful candidate will build and manage a small group of project management staff to identify, analyze, and execute real estate development projects. Projects may be in partnership/collaboration with Self-Help Federal Credit Union (SHFCU) branch development efforts (two currently underway.) Future projects could include additional SHFCU collaboration or independent commercial and mixed-use projects, neighborhood revitalization, affordable housing, and more.

This role requires flexibility and effective coordination with the Self-Help Real Estate Team in North Carolina, the California-based project management team directly supervised, California executive leadership, and California retail staff. The position will be based in Oakland, CA; other locations in CA may be considered.

**Essential Responsibilities:**

- Develop and execute projects – both directly managed by the position itself and by supporting project management staff’s own leadership – to:
  - Assist Real Estate Team Leader (NC based) and California executive leadership in developing and implementing project selection strategies and systems.
  - Seek new business opportunities in accordance with Real Estate Team and organizational goals, strategies, and mission. For California real estate work, define project scope, goals and deliverables that support Self-Help organizational and Real Estate Team goals and mission.
  - In coordination with project management staff, assess project feasibility—financial, mission, political, community, etc.
  - Create initial project sources/uses budget and proforma and conduct feasibility assessments for new opportunities
  - Monitor project performance against schedules, resources, scope changes, budgets and project and deliverable quality

- Support—directly or through management of staff responsible for the effort--routine project reporting and documentation to include status, open issues, resource and schedule detail using appropriate tools.
- Proactively manage changes in project scope, identify potential challenges and devise contingency plans.
- Hire, develop, motivate, and mentor project management staff to help them achieve individual expectations and deliverables through leadership, coaching and direction.
- Actively identify and address opportunities for process improvement. Lead or participate in process improvement initiatives and promote the sharing of best practices.
- Act as a change agent to drive Self-Help's economic inclusion initiatives by integrating supplier diversity and the use of businesses owned by women and people of color in third party contracting and vendor management for relevant products and services.
- Provide leadership and expertise on projects as needed.

**Minimum Qualifications:**

- Bachelor's degree or equivalent relevant experience. Master's degree in business administration, planning, public policy, law or a related field is a plus.
- Minimum of 8 years' experience in real estate development. Other relevant management, finance or similar experience can be a partial substitute.
- Significant experience in project management for real estate developments, either residential or commercial, with an emphasis on community-based real estate projects, a significant plus
- Strong commitment to our mission – creating economic opportunity for traditionally underserved communities.
- Preference for working in organizations that place priority on teamwork and collaboration
- Specific knowledge of the financing of affordable housing and/or commercial real estate development, as well as public-private partnerships and philanthropic funding sources.
- Demonstrated success in managing staff.
- Deep understanding of real estate financing concepts and practices.
- Excellent written and verbal communication skills and ability to effectively engage others and present information and respond to questions from groups and/or individuals.
- Strong project management skills with the ability to initiate, juggle, and lead multiple projects to meet goals, objectives, and deadlines.
- Demonstrated interest in, and commitment to, supplier diversity.
- Ability to form and maintain strong relationships with internal and external customers through providing excellent customer service and follow-up.
- Ability to think strategically and manage multiple initiatives.
- Ability and willingness to travel at least 25% within CA, to North Carolina, and elsewhere as needed.

**Desired Qualifications:**

- Knowledge of and experience with community-based real estate-related financing programs, such as HUD financing programs/products (HOME, CDBG, NSP), LIHTC, New Markets Tax Credits, and Historic Tax Credits a plus.

**Physical Requirements:**

Frequently requires use of manual dexterity and repetitive motions, primarily with the wrists, hands, and/or fingers. Must be able to occasionally lift and exert force of up to 40 pounds.

**About Self-Help Federal:**

Self-Help Federal Credit Union was chartered in 2008 to build a network of branches that serve working families and underserved communities. With 17 branches in California, 9 branches in Illinois, and 1 branch in Wisconsin, over \$1 billion in assets, and serving more than 74,000 members, Self-Help Federal is one of the fastest-growing low-income designated credit unions in the country. It is part of the national Self-Help family of non-profit organizations whose collective mission is to create and protect ownership and economic opportunity for all. For 38 years, the Center for Community Self-Help and its affiliates have provided \$8.5 billion in financing to help over 158,000 low-wealth borrowers buy homes, start and build businesses, and strengthen community resources. For more information, go to [www.self-helpfcu.org](http://www.self-helpfcu.org) and [www.self-help.org](http://www.self-help.org).

**We are an equal opportunity employer:**

SHFCU is committed to providing equal employment opportunities to all persons regardless of race, color, class, age, religion (and lack thereof), disability that can reasonably be accommodated, marital status (including domestic partner status), ancestry, nationality, national origin, family status, sex (including pregnancy, childbirth, and related medical conditions), other medical condition (physical or mental), AIDS/HIV status, genetic information, sexual identity, gender identification (including transgender status), sexual orientation, and veteran status.

**Compensation:**

Competitive nonprofit salary, based on experience, plus a generous benefits package that includes health, dental, life insurance, flexible spending plan, retirement plan, and paid parental leave.

**Please apply to our Human Resources Department:**

Interested individuals please send a resume and cover letter to [hiringmanager@self-helpfcu.org](mailto:hiringmanager@self-helpfcu.org) and reference this job, " Director, California Real Estate Development, Oakland" in the subject line of your message. Please visit our website at [www.self-helpfcu.org/who-we-are/resources/careers](http://www.self-helpfcu.org/who-we-are/resources/careers) to view the complete job description, as well as all of our other current job openings.

**The Self-Help Federal Credit Union is an Equal Opportunity Employer**