

Vietnamese American Initiative for Development

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Job Description: Real Estate Director

VietAID: The Vietnamese American Initiative for Development (VietAID) was founded in 1994 by community leaders and residents who believed that a community development corporation would provide comprehensive economic development programs and services to alleviate poverty and advance civic participation in the Fields Corner and Vietnamese community of Dorchester. VietAID's mission is to build a strong Vietnamese community and a vibrant Fields Corner through the following measures: promoting civic engagement and community building; developing affordable housing and commercial space; providing small business technical assistance and micro-enterprise development; and offering high quality child care services.

VietAID's Real Estate Development: Over the past fifteen years, VietAID has pursued a transit-oriented development strategy that links housing, small business development, and transit assets and opportunities to build a vibrant, diverse and sustainable community. The strategy began with the planning and development of the Vietnamese-American Community Center (VACC), completed in 2002. To date, VietAID has leveraged over \$50 million of public and private financing to support our transit-oriented developments, including the Vietnamese-American Community Center, a community garden, 15 homeownership projects, and 6 mixed-use affordable housing rental projects – all of which are located within a half-mile radius of transportation nodes.

Job Overview: The Real Estate Development Director will be responsible for the day-to-day project management of VietAID's existing projects, including: the public approval process; Boston Redevelopment Authority design review; Zoning Board of Appeal rezoning; funding applications to the City of Boston and Massachusetts Department of Housing and Community Development; design development and bidding; the selection of professional and construction firms; work with the architect and general contractor to develop and finalize designs; construction schedule; and project management during construction. The director of real estate will also identify new projects and create the organization's future development pipeline.

Responsibilities

Development Pipeline:

- Create a pipeline of new development projects, including site research, response to public and private site RFPs, feasibility analyses, acquisition and/or site control and securing predevelopment financing.
- Identify new housing needs in the community, create programming, and attract funding sources to meet those needs.

Project Management:

- Initiate and oversee completion of various projects, including new construction and renovation of small and large residential and commercial properties.
- Negotiate contracts with architects, contractors and other consultants and coordinate their efforts once selected.
- Oversee the construction of the projects and perform day to day project management for projects under construction and through marketing and leasing.

Financing:

- Prepare financing proposals, obtain financing commitments and manage closings with funders.
- Represent Viet-AID at meetings with funders and affiliates.
- Work with development staff and the Executive Director to develop grant proposal concepts and to complete reports for funders.

Property Management:

- Oversee the property management firm and VietAID's portfolio performance.

Administration:

- Share responsibility of staffing the Board's real estate development committee with the Executive Director.
- Oversee the creation of departmental work-plan and budgets and ensure that goals are being met.

Qualifications

- Bachelors degree in urban planning, business, real estate, architecture, or related field required; Masters degree preferred.
- Ability to work independently with entrepreneurial spirit.
- Experience working with low-income communities, immigrant communities and/or communities of color preferred.
- Ability to develop relationships with diverse set of residents and constituents.

Application Process

Please submit cover letter and resume to admin@vietaid.org with subject line "Real Estate Director Application." In the body of the email, please indicate where you learned about this job opening. Rolling Application; position open until filled.