



SOUTHEAST
community development corporation

HOUSING DEVELOPMENT MANAGER

Reports to: Deputy Director

Program: Neighborhood and Commercial Revitalization

Salary and benefits: \$65,000-\$75,000 depending on experience; Southeast CDC has a comprehensive benefits package for full-time staff which includes medical, vision, dental, 401k administration, parental leave, funding for professional development, short-term disability, and a generous PTO policy.

Southeast CDC is dedicated to growing and supporting a thriving, socioeconomically and racially diverse Southeast and East Baltimore where residents share in the success and improvement of their communities. Throughout our 50-year history, we have developed deep ties in the community and implemented a comprehensive set of programs and projects that support the equitable revitalization of Southeast and East Baltimore neighborhoods. We manage programs that expand homeownership, decrease vacancy, prevent eviction, support small business growth, and improve neighborhood quality of life in Southeast and East Baltimore.

SUMMARY

Southeast CDC is hiring a full-time Housing Development Manager to coordinate our efforts to increase and preserve homeownership in designated Southeast and East Baltimore neighborhoods. The primary focus will be on the redevelopment and sale of vacant single-family housing to low- and moderate- income homeowners, with an emphasis on helping current renters buy a home in their community. Our current target communities are Ellwood Park, Baltimore Highlands, and McElderry Park. Since 2021, we have raised over \$5 million to support the ‘appraisal gap’ – the difference between the cost to buy and renovate our homes and the market price in our target neighborhoods. So far, Southeast CDC has renovated and sold 16 homes. In the coming year, we plan to renovate and sell at least 15 more. The Housing Development Manager will also be tasked with other housing-related projects, including supporting our 17-unit low-income rental development in East Baltimore.

The right candidate will have experience with housing and real estate in a community setting and must be very comfortable communicating with residents, contractors, City agency staff, property owners, and other stakeholders to implement housing development projects. Experience in community work outside of housing and budget management is preferred. This is a highly collaborative role that operates as part of the Neighborhood Team and interacts frequently with our Housing Counseling staff. We raise grant funds from multiple funders to support our work; the Manager will work closely with Southeast CDC’s Deputy Director to ensure that the program outcomes are in compliance with our mission, operating policies, and funders’ requirements.

More information about our Affordable Homeownership Program is available at www.southeastcdc.org/affordable-homeownership-development/.

JOB RESPONSIBILITIES

Rehabbing vacant homes for homeownership

- Research properties for potential acquisition, including property ownership, title, liens, and tax delinquencies
- Maintain internal database tracking vacant and abandoned housing in our target neighborhoods; complete site visits to inspect properties to assess their potential for redevelopment
- Manage acquisitions via auctions, private transactions, and Baltimore City processes like in rem and receivership
- Communicate with consultants including architects, realtors, engineers, insurance brokers, general contractors, utility providers, and inspectors
- Submit project scopes to the Maryland Historical Trust and CHAP, where applicable
- Ensure legal approvals are in place (certificate of occupancy, inspection, permits, etc.)
- Ensure that projects meet deliverables, timelines, budgets, and quality standards (including MWBE requirements, where applicable)
- Track construction budgets, \$1M cash flow, and subsidy allocations
- Manage payments for housing development expenses

Market redeveloped homes to homeowners

- Grow a pipeline of potential buyers through marketing and community organizing activities
- Partner with residents and community committees to recruit buyers
- Refer potential buyers to Southeast CDC's Housing Counseling department
- Collaborate with the Housing Counseling department to produce Homebuyers Clubs for residents
- Promote Southeast CDC's affordable homeownership projects to lenders and realtors
- Host Community Open Houses for neighbors before properties go to market
- Host bi-annual convenings with buyers of our Southeast CDC's homes

Housing Development Strategy

- Track housing market outcomes in Southeast CDC's ten focus neighborhoods, for comparison
- Organize and/or participate in community-based committees focused on homeownership in Southeast CDC's target areas
- Facilitate bi-monthly Housing Committee meetings of Southeast CDC's board
- Collaborate with Deputy Director to submit grant reports and requests for payment to funders on a regular basis
- Participate in city-wide discussions with CDCs focused on affordable homeownership
- Support the ongoing operation of our 17-unit low-income rental development in the 1000 block of N Broadway, including managing the renewal of tax credits and coordinating the site's operations with our property manager

DESIRED QUALIFICATIONS

- Bachelor's degree in urban planning or real estate; equivalent training; or four years' experience in a related field
- Bilingual in English and Spanish
- MD Real Estate License (or willingness to attend pre-licensing classes once hired)
- Property management experience

- Experience in housing and community development in a non-profit, government, banking, or development company
- Experience developing friendly working relationships with diverse populations, especially in low-income communities
- Proficient in Microsoft Excel, Microsoft Word, Google Docs; willing and able to learn Airtable software
- Driver's license and insured automobile in good condition
- Strong ability to problem solve and work as a team while independently managing project priorities
- Must be able to work in various weather conditions and willing to conduct site visits in vacant and dilapidated houses

COVID CONSIDERATIONS

- Southeast CDC has a COVID policy that regulates quarantine/testing in the case of exposure, symptoms, or a positive test.
- All Southeast CDC employees and new hires are required to be vaccinated against COVID-19 as a condition of employment. All vaccinated employees are required to show proof of vaccination to include the date(s) and type of vaccine. No explanations or other personal health information will be requested or reviewed. New hires must be vaccinated against COVID-19, and its variants, prior to the first day of work at Southeast CDC. If a candidate is unable or unwilling to become vaccinated, the offer of employment can be rescinded.

EMPLOYMENT LOCATION

Southeast CDC is operating on a hybrid model with a combination of remote and on-site work. This position will be expected to conduct in-person site visits regularly and work from Southeast CDC's offices in Highlandtown. Some work tasks may be completed remotely, with supervisor approval. This position includes occasional evening and weekend hours which can be flexed with regular work hours.

EQUIPMENT REQUIRED

- Southeast CDC will supply a laptop for employee's use; employee will be expected to have access to high-speed internet at home while they are working remotely.
- The Manager is expected to use their own cell phone; Southeast CDC will reimburse cell phone usage at \$25/month.

TO APPLY

Please send a cover letter and resume to ali@southeastcdc.org or drop off materials to Southeast CDC at 3323 Eastern Ave, Suite 200. Your cover letter should briefly explain relevant experience and interest in the position. Please use "Housing Development Manager" as your email subject.

Interviews will start in May with an expected start date in early June 2025. Applicants are encouraged to submit their applications as early as possible. Send any questions to ali@southeastcdc.org.