



**CHAFFEE HOUSING TRUST**  
A Commitment to Community

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## ***JOB ANNOUNCEMENT – Director of Real Estate***

Are you excited by the world of Community Land Trusts (CLT's) and affordable home ownership? Do you want to help advance the mission of a unique nonprofit that is committed to equitable, sustainable and permanently affordable home ownership development? Do you have the desire to be a part of an organization that is looking to double its community real estate investments over the next five years? Chaffee Housing Trust is looking for a Director of Real Estate who brings a passion for affordable housing and community development, and has an entrepreneurial spirit of getting deals completed. The Director of Real Estate is responsible for project and partner development, contract negotiations, financing, and execution amongst other activities. The Director ensures that all real estate transactions are completed in alignment with Chaffee Housing Trust's Community Land Trust (CLT) priorities.

**Job Title:** Director of Real Estate

**Reports to:** Executive Director

**Job Type:** Full Time, salaried, exempt

**Location:** Chaffee County & Lake County, Colorado (from Salida to Leadville)

**Compensation:** \$70,000 to \$80,000 per year plus benefits based on experience

**Application Deadline:** 5:00pm MST, Friday, January 20<sup>th</sup>, 2023

**Submission:** Resume and cover letter via email to [read@chaffeehousing.org](mailto:read@chaffeehousing.org)

The [Chaffee Housing Trust](#) (CHT) is seeking a Director of Real Estate to take on the responsibilities of expanding a **community land trust (CLT)** in rural-resort Colorado serving Chaffee and Lake County residents, in compliment to the executive director and supporting other staff or contractors as needed. The CHT provides home ownership opportunities to low and moderate-income county residents and workers who are priced out of the local housing market. The CHT uses the community land trust model of shared-equity ownership, provides homebuyer-readiness services, and acts as developer or partners with developers to build affordable housing. The CHT stewards properties in perpetuity to ensure that local affordable housing stock stays affordable and the community maintains control over land assets. The CHT is in a growth cycle with increasing opportunities to develop affordable home ownership, and the need for greater capacity to develop and manage projects, and provide services.

### **Primary Responsibilities**

- To work as a compliment to the executive director in a leadership capacity.
- Sharing of workload for executive organizational functions including development, finance, administration, management and public relations.



## **Duties**

- Coordinate and negotiate with sellers, lenders, and other potential partners on the project/program requirements and financing requirements for the community asset
- Manage the due diligence
- Oversee all pre-development activities
- Ensure proper preparation and submission of financing applications to lenders and grant providers
- Negotiate and manage contracts and agreements with development partners
- Establish, maintain, and nurture effective relationships with development partners
- Ensure creation of project manuals

## **Project Management**

- Participate in site design and project design charrettes/meetings as appropriate
- Manage preparation and oversight of partner agreements
- Prepare and maintain project work plans, budgets, procurements, and schedules
- Secure project financing, including construction financing, and permanent financing
- Oversee legal compliance issues, lender requirements, construction phasing, and project close-out
- Review project budget, schedule, monthly cash flow and other activities
- Attend project team meetings with Project Manager, contractors and partners
- Serve as Owner's Representative during construction/development
- Ensure compliance with federal/state/local regulations, as required

## **Qualifications**

- Social Entrepreneur strategic mindset in a small organization.
- A creative persistence to solve problems and build capacity.
- A desire to serve the community and help build inter-generational wealth.
- Bachelor's degree (preferred though not required) in real estate, finance, business, urban planning, architecture, or related field plus a minimum of 5 years of relevant experience in residential development
- Experience in real estate development, including negotiation of real estate contracts/terms, and due diligence process (e.g., title, survey, appraisal, inspections, environmental phase I and II)
- Solid understanding of finance, including affordable housing financing models

## **Skills & Experience** - applicants with some or all of the following are encouraged to apply:

- Real estate development with multi-family projects including acquisition, finance, pre-development, entitlements, contracting, project management and sales.
- Public relations, education and advocacy with partners including local, regional, and state government agencies and elected officials, other nonprofits.
- Grant funding management including relationship-building, grant writing, and reporting.
- Financial management including organizational accounting, project proforma development, loan application and disbursements, and support for accountants and auditors.
- Community Land Trust (CLT) experience or interest including client services, legal documents, and the creative application of the model to serve the community's needs.



- Ability to work independently and manage responsibilities in the context of a small team covering a two-county region.
- Organizational leadership including executive function, administration and management in a mission-driven learning-organization environment.
- Technology comfort with common platforms including Microsoft Office Suite, website and social media, virtual meetings and document sharing, and online software tools (specifically Home Keeper and/or Salesforce).
- Bilingual Spanish language skills (written & oral) and bicultural lived experience.

### **Requirements**

- Able to work from home or in shared spaces and travel regionally as needed with a varied schedule including some evenings and rare weekends or holidays.
- Valid driver's license, safe driving record, current vehicle insurance and the ability to use a personal vehicle or have access to other reliable transportation for work-related travel.
- Pass a Criminal Background Check.

### **Compensation**

- Starting salary range is \$70,000-\$80,000 per year and is commensurate with depth of experience and overall qualifications
- Cost-of-living and performance-based salary increases are given depending upon current policy

### **Benefits**

- Independent work schedule to meet employee's lifestyle needs including flexible time-off policy and hours of operation, compensation time, unpaid time off, and some remote work as situation allows.
- Rental housing available
- Health insurance stipend (up to \$11,800/year depending on family size)
- 26 days / year paid time off (including holidays and sick leave) with annual increase of 2 days / year up to 36 days / year
- Cell phone provided if needed
- Laptop computer
- Internet stipend
- Home-office items as needed
- Mileage reimbursement (per current State rate)

*The Chaffee Housing Trust is a 501(c)(3) private nonprofit corporation registered in the State of Colorado, and is an equal opportunity employer. We are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and staff without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information (including characteristics and testing), military and veteran status, and any other characteristic protected by applicable law. Chaffee Housing Trust believes that diversity and inclusion among our team is critical to our success, and all employees share in the responsibility for fulfilling our commitment to equal employment opportunity.*

