Position Logistics

Salary: 60% FTE salary range of $145,000 - $165,000 + benefits

Reports To: Executive Director

Direct Reports: external consultants

Location: Hybrid - NCLT's office at 3120 Shattuck Avenue, Berkeley, CA 94705, plus site visits and in-person meetings as needed. Some work can be completed remotely.

Job Description

The Director of Real Estate Development leads a small team of external project managers to execute critical initiatives at NCLT, with an initial focus on:

- **50%** Woolsey Gardens Development: includes structuring and securing $25–30M in financing and raising $10M in funding.
- **30%** Closing out current rehabilitation projects.
- **10%** Asset Management and support of existing portfolio
- **10%** Supporting new project development as opportunities arise.

The Director is part of NCLT's senior management team and reports directly to the Executive Director. This position is responsible for overseeing day-to-day work, providing guidance to ensure high-quality outcomes consistent with NCLT's standards and industry best practices, and contributing to NCLT's reporting requirements (internal, board, lender, and regulatory reporting).

NCLT is currently engaged in strategic planning, envisioning new endeavors to increase resources for the organization. This position may play a pivotal role in shaping and potentially launching a new connected but separate entity, such as a Community Development Corporation (CDC).

Responsibilities

- **Project Development and Construction** – Oversee development and construction activities in collaboration with inspectors and third-party oversight. Current pipeline includes multiple occupied rehabs and the Woolsey Gardens ground-up project. Ensure regulatory compliance (building, planning, labor, contract compliance, etc.).
- **Asset Management** – Lead Project 2030 (electrification of NCLT's multifamily portfolio by 2030). Manage portfolio-wide capital improvements and collaborate with property management and finance staff to ensure physical and financial health of assets.

- **Development Accounting** – Manage project and departmental budgets, loan draws, pay applications, and change orders. Ensure alignment with accurate financial reporting in coordination with the Accounting Manager.
- **Contract and Insurance Management** – Negotiate and execute contracts with vendors, contractors, consultants, and others to align with NCLT's risk tolerance. Support in the creation and management of legal entities for projects as needed.
- **Acquisitions/Dispositions Pipeline** – Source and evaluate opportunities for new acquisitions and dispositions. Manage diligence and approvals.
- **Project Finance** – Source and secure grant funding, concessionary financing, and conventional debt. Structure feasible capital stacks and manage refinancing. Maintain strong relationships with lenders, investors, and funders. Prepare required project updates, reports, and financial submissions for lenders, regulators, and funders as part of broader reporting requirements.
- **Resident Management** – Collaborate with residents and property management staff to ensure smooth execution of occupied rehab and repair projects.
- **Policy & Advocacy** – Partner with nonprofits, CDFIs, and government agencies to expand and preserve affordable housing. Represent NCLT in policy efforts related to project financing and housing preservation.

Critical Experience/Skills

- 10+ years in housing development, with progressive leadership roles (Community Land Trust experience preferred).
- Successful completion of at least one ground-up multifamily development with a strong desire for mid-rise construction experience.
- Strong expertise in affordable housing finance, subsidy programs, and innovative financing strategies.
- Demonstrated experience with diverse resident communities, centering respect and inclusion.
- Supervisory experience with project managers, property managers, contractors, and/or consultants.

Key Professional Attributes

- Collaborative leader who thrives in interdisciplinary teams.
- Flexible, adaptable, creative, and responsive to dynamic circumstances.
- Independent, proactive, and deadline-driven problem-solver with an entrepreneurial mindset.
- Strong attention to detail and recordkeeping, with database and budgeting proficiency.

- Excellent written, verbal, and financial communication skills.
- Proficiency with project management tools, as well as Slack, Adobe Suite Software, Asana, Google Suite, and Microsoft Excel/Word/PowerPoint.

Salary and Benefits

Annual Salary Range: $145,000 – $165,000 (depending on experience and qualifications). 60% FTE

With successful fundraising and advancement of development projects, there may be potential for significant salary growth as the department and organizational capacity expand.

Comprehensive benefits include health insurance, SIMPLE IRA retirement plan with match, professional development and cross-training opportunities, flexible work hours and location, sick/vacation/family leave, and a sabbatical program every 5 years.

To Apply

Please submit a resume, letter of interest, and list of completed projects to **jobs@nclt.org**. Applications are encouraged as early as possible, with interviews beginning October 2025. More details at nclt.org/jobs.

About the Northern California Land Trust ("NCLT")

Founded in 1973, NCLT is California's oldest community land trust, headquartered in Berkeley. NCLT develops, stewards, and protects permanently affordable housing and community facilities, partnering with CLTs, municipalities, CDFIs, and other aligned organizations to advance housing justice.

NCLT is committed to racial equity and community-led solutions. We provide equal employment opportunities to all and prohibit discrimination or harassment on the basis of race, color, religion, sex, gender identity or expression, national origin, disability, age, veteran status, sexual orientation, or any other protected characteristic.