Mission First Housing Group develops and manages affordable, safe and sustainable homes for people in need, with a focus on the vulnerable. We ensure our residents have access to resources to help them live independently. We deliver housing that provides long-term benefits to residents and neighborhoods, alike.

We are seeking a Real Estate Development Manager to help lead the planning, financing, and execution of affordable housing developments throughout our portfolio. This is an exciting opportunity for a real estate development professional who thrives in a collaborative environment and is eager to make a meaningful impact through community development.

Reporting to the Senior Vice President of Real Estate Development, the Real Estate Development Manager will support all phases of the development process, from project conception and predevelopment through construction, lease-up, and transition to operations.

Location: Washington, DC
Schedule: Full-Time
Pay Range: $85,600.00 - $111,300.00 per year

What You'll Do as a Real Estate Development Manager:

- Coordinate affordable housing predevelopment process from feasibility through design and permitting in conjunction with Senior Development Managers.
- Complete financial and feasibility analyses for proposed development scenarios, make recommendations to senior development staff on financing structures and feasibility.
- Engage and coordinate the work of the project team under the leadership of the Senior Development Manager, including architect, civil engineer, attorney, environmental consultants, general contractor, etc.
- Respond to RFPs and prepare applications for project funding, including pre-development, construction, permanent financing, and subsidy; submit related applications and documentation as required by public and private lenders.
- Manage financing process, from application to closing, including due diligence checklists and document coordination.
- Coordinate with the team through the construction process, including assisting with preparation of construction draw requests as needed and submit status reports to funders as required. Prepare closeout reports for property management and asset management.
- Monitor and assist asset management and property management through lease-up and transition to occupancy phase, including preparation of placed in service packages, coordination in internal team calls regarding property stabilization.
- Support the work of the development team across the footprint, including preparing reports for internal and external stakeholders, tracking predevelopment costs, facilitating responses for and to other business lines within Mission First.

What We're Looking for in a Real Estate Development Manager:

Required Qualifications

- Bachelor's degree in Finance, Business, Law, Planning, Real Estate, or a related field (equivalent professional experience may be considered).
- Minimum of 3 years of real estate development experience.
- Strong financial analysis and modeling skills, including advanced Excel proficiency.
- Excellent project management, organizational, and multitasking abilities.
- Strong written and verbal communication skills.
- Ability to manage complex projects, budgets, timelines, and multiple stakeholders simultaneously.

Preferred Qualifications

- Master's degree in a related field.
- Experience with affordable housing finance programs and funding sources, including:
    - Low-Income Housing Tax Credits (LIHTC)
    - Tax-Exempt Bond Financing
    - Federal, state, and local housing programs
- Experience working with legal, finance, design, construction, or development teams.

Skills & Competencies

We're looking for someone who is:

- Passionate about affordable housing and community development
- Detail-oriented and highly organized
- Self-motivated and able to work independently
- Collaborative and relationship-focused
- Curious, adaptable, and eager to learn
- Effective at problem-solving and meeting deadlines

Why Join Us?

At Mission First Housing Group, your work has a purpose. We offer a supportive team environment, opportunities to strengthen your maintenance skills, and a competitive benefits package that may include:

- Medical and vision insurance
- Dental insurance
- Company-paid retirement contributions through our 403(b) plan
- Company-paid life insurance
- Company-paid short- and long-term disability coverage
- Generous paid time off
- Employee Assistance Program
- Tuition reimbursement
- Wellness Reimbursement Program

Benefits.and.eligibility.may.vary.based.on.employment.status¡

Apply Today

If you are ready to use your skills to support residents, strengthen communities, and grow with a mission-driven organization, we encourage you to apply. We welcome dependable professionals who are ready to learn even if they do not meet every preferred qualification.

Mission First believes that each employee makes a significant contribution to our success and the contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.

Mission First Housing Group provides equal employment opportunities to all employees and applicants without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, genetic information, or any other characteristic protected by federal, state, or local law. Mission First prohibits discrimination and harassment of any kind.