



JAMAICA PLAIN NEIGHBORHOOD DEVELOPMENT CORPORATION

Job Description: Associate Director of Commercial Leasing & Sales

ABOUT JPNDC

The Jamaica Plain Neighborhood Development Corporation (JPNDC) is anchored in 45 years of community organizing and equitable economic development. Founded in 1977 to reverse disinvestment in one neighborhood, JPNDC is today a citywide leader in helping Boston families overcome barriers to economic mobility and intergenerational asset-building. Our mission is to transform the lives and amplify the voices of Boston residents who have been excluded from prosperity by an inequitable economic system.

Real Estate development is integral to every aspect of JPNDC's operations. JPNDC has developed over 950 units of affordable housing (both rental and homeownership) and 150,000 s.f. of commercial space that supports many local businesses and nonprofit organizations. We provide housing to 748 households and are actively developing another 270 units. The Real Estate team is a cohesive dedicated group of individuals who bring diverse talents and strengths to our operations. The success of our commercial leasing operations supports JPNDC's vital work in helping families advocate for their priorities and build economic security.

RESPONSIBILITIES:

The Associate Director of Commercial Leasing & Sales will be a senior member of the Real Estate team, responsible for oversight of all commercial leasing and operations, as well as sales of deed restricted limited equity homeownership developed by JPNDC. This person will be expected to take initiative and be able to work independently, reporting to the Director of Real Estate and responsible for strategic collaboration and alignment of commercial real estate portfolio and homeownership projects with JPNDC's mission and financial objectives. As time permits, this person will also participate in deed restricted limited equity homeownership and residential LIHTC real estate development activities. This job will require working in-person on site 4-5 days a week.

Commercial Leasing

- Negotiate all aspects of commercial leases
- Represent Landlord to resolve enforcement issues related to rights and obligations of landlord and tenant under commercial leases.
- Maximize financial return from commercial properties

Deed Restricted Limited Equity Homeownership

- Oversee homeownership sales, including managing buyer application with public agencies
- Develop and implement pre-purchase affirmative fair housing marketing plans, including conducting lotteries and/or first-come-first serve sales procedures.
- Develop and implement pre and post-purchase training for prospective buyers
- Resolve post-construction issues in homeownership projects developed by JPNDC
- Responsible for oversight of re-sales of homes sold or developed by JPNDC.

Oversight of Commercial Facilities Management

- Responsible for communication to Boards, funders and stakeholders.
- Responsible for supervision of Facilities Manager and maintenance and operations of all commercial properties owned by JPNDC and its affiliates.
- Oversight of response to emergencies and crises, including being part of in-person response team as needed,
- Responsible for oversight of all insurance-related issues for JPNDC/BDC's commercial portfolio, including annual insurance renewals, recommending revisions to insurance, handling all claims and loss prevention strategies.
- Responsible for developing capital plan for JPNDC's commercial portfolio including but not limited to, capital improvements and fit-out of space for tenants.
- Responsible for overseeing and implementing capital plan for JPNDC's commercial portfolio, in collaboration with Facilities Manager.
- Responsible for developing annual operating and capital budgets
- Responsible for ensuring that all properties are in compliance with applicable federal, state and local ordinances, building codes and regulations.
- Must be available for emergencies and calls after regular business hours on weekdays and weekends.

Supervisory Responsibilities

The Associate Director of Commercial Leasing & Sales will supervise the Facilities Manager and will be expected to maintain oversight of the schedule, deliverables and goals of the Facilities Manager, provide the Facilities Manager with coaching, feedback and assistance. This supervision will require in-person work with the Facilities Manager in JPNDC offices and on site at JPNDC properties.

Our Ideal Candidate

Our ideal candidate will be an enthusiastic self-starter who is motivated to leverage our commercial real estate portfolio for our double bottom line: maximizing financial returns and supporting our mission-based work through our real estate portfolio. This person would bring significant experience in commercial leasing and residential sales. Our ideal candidate will thrive in a collaborative environment but be capable of taking on bottom-line responsibility

independently. They will be detail-oriented and also able to engage in developing and implementing long-term plans. They will have supervisory experience and enjoy working with and learning from a diverse group of people. A variety of life experiences could help prepare someone for this job, including but not limited to: running a small business; growing up in affordable housing, negotiating legal documents, financial management, experience helping others to develop new skills.

Qualifications:

- Licensed Massachusetts Real Estate Sales professional, required; Broker's license, preferred.
- At least three years of commercial leasing and business underwriting experience working as a licensed Real Estate Salesperson; more than five years preferred
- Demonstrated experience leasing commercial spaces and managing collections.
- Demonstrated experience (at least three years) in residential leases and sales
- Willingness to work onsite five days a week.
- Valid driver's license and reliable transportation required
- Criminal background check required

Personal Characteristics and Preferred Qualifications

- Ability to take initiative to identify and resolve issues proactively
- Fearlessness about learning new things
- Ability to create and implement tracking tools to manage multiple objectives and complex projects
- Ability to work independently, collaboratively with a team, resolve issues.
- Demonstrated experience with Excel
- Ability to manage multiple projects, set and implement priorities
- Excellent verbal and written communication skills
- Demonstrated proficiency interacting with people from a wide variety of class and race backgrounds
- Commitment to JPNDC's mission and community empowerment philosophy
- Bilingual Spanish/English a plus

Employment

Full-time, salaried position with generous benefit package. Salary commensurate with verified experience, range: \$80,000 - \$100,000. JPNDC is an Equal Opportunity / Affirmative Action employer.

To Apply

Please submit a cover letter, detailing your interest and qualifications for this position, along with a resume to vhampton@jpndc.org. Any questions should be sent to vhampton@jpndc.org and rmautner@jpndc.org. If you are strongly interested in the position but do not have all the skills and experiences requested, please outline in your cover letter why you are interested in this position, what you bring, and how you would propose to address any gaps.