



421 Halsey Street | Newark, New Jersey 07102 | phone 973.841.2674 | fax 973.732.4152 | [www.capcnj.org](http://www.capcnj.org)

## Senior Director of Real Estate

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*Do you have a passion for strengthening communities by helping low- and moderate-income families to live in a safe and well maintained property? Are you proud of your work in affordable housing? Do you welcome the challenge of working in an urban environment and improving neighborhoods? If so, we want to talk to you!*

At our core, New Jersey Community Capital (NJCC) is a community development financial institution with a mission to create thriving communities through strategic investments and knowledge. Fulfilling the needs and improving the quality of life of thousands of individuals and families would not be possible without our talented staff and motivating environment. We are looking for a special person to assist our Community Asset Preservation Corporation (CAPC) subsidiary to oversee the maintenance of its scattered-site residential units throughout New Jersey. NJCC and CAPC embrace diversity and equal opportunity in a serious way. We are dedicated to forming a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.

### **Job Functions**

Leading and overseeing affordable, quality housing available to low- and moderate-income families is at the very heart of your role and you will be a key support in assisting to achieve our mission. The Senior Director of Real Estate will manage the acquisition, rehabilitation, sale, and rental of affordable housing units across New Jersey and Florida. Working with the CAPC team and community partners, you will:

- Work with NJCC's Chief Investment Officer and Chief External Affairs Officer to grow capital for property acquisition and operating funds from a variety of sources including foundations, investors and grantors, community development non-profits and CDCs, and government entities. Maintains good relationships with key investors and funders.
- Work with NJCC's Chief Investment Officer to develop and establish relationships with lenders and servicers to acquire REO properties and/or defaulted mortgages.
- Negotiate the acquisition and ultimate transfer or sale of REO properties and/or mortgages from lenders and servicers.
- Work with NJCC's Chief Financial Officer and CAPC's fiscal staff to make sure that investor/funder reports are accurate and timely.
- Develops, implements, and documents appropriate policies and procedures to negotiate the acquisition of REO properties and/or mortgages from lenders and/or servicers, determine the appropriate action plan and disposition for each property/mortgage, prepare the properties/mortgages for transfer/sale, and negotiate and execute the transfer/sale of property or mortgage to the ultimate developer/owner.
- Provide timely feedback to management and staff both informal and through the periodic performance appraisal process.
- Provide professional development opportunities to management and staff.

## Qualifications

We are looking for someone who is motivated and driven to develop their career. To be successful in this role, you possess:

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## Work Location

The position is located at 421 Halsey Street in Newark.

## Work Schedule

Business hours run from 8:30 a.m. to 5:00 p.m.

## Compensation & Benefits

We offer a competitive nonprofit salary based on experience and skills (\$150,000/annually), as well as a generous benefits package, including health, dental, disability and life insurance; 401(k) retirement plan after a year of service; flexible spending accounts, including medical, dependent care, and transportation; and 25 paid leave days, including sick and personal plus 12 paid holidays.

## To Apply

If this exciting opportunity appeals to you, please email a thoughtful cover letter and your résumé to [kcastillo@njclcf.com](mailto:kcastillo@njclcf.com). Please include "Senior Director of Real Estate – *Your Name*" in the email's subject line.

Check us out at [www.capcnj.org](http://www.capcnj.org) & [www.newjerseycommunitycapital.org](http://www.newjerseycommunitycapital.org)!