



CHIEF REAL ESTATE OFFICER

POSITION DESCRIPTION

If you are interested in this exceptional opportunity, please submit a detailed resume to

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CHESTER COUNTY HOUSING AUTHORITY

The Chester Housing Authority (CHA), located in Chester, Pennsylvania, is a public agency dedicated to providing safe, quality, and affordable housing for low- and moderate-income households. Chartered in 1937, CHA manages nearly 2,400 subsidized housing units, representing a significant share of the city's rental housing.

CHA operates or co-manages approximately 10 to 12 developments with about 800 public housing units, including family communities and senior complexes. It also administers roughly 1,600 Housing Choice Vouchers in partnership with private landlords and has developed more than 100 homes for first-time buyers.

CHA supports residents through workforce development and community outreach. Its initiatives include the Ruth Bennett Community Farm, free distributions of organic produce and eggs, youth meal programs, health screenings, and after-school activities. Additional information about waiting lists, individual family or senior developments, and tenant policies is available from CHA.

CHIEF REAL ESTATE OFFICER

POSITION SUMMARY

The Chief Real Estate Officer (CREO) directs the Authority's real estate strategy, development, redevelopment, modernization, maintenance, and long-term preservation of its housing portfolio. Reporting to the Chief Executive Officer/Executive Director, the CREO leads Real Estate Development, Facilities & Modernization, and Maintenance Operations across the full asset lifecycle.

The CREO improves portfolio performance, addresses distressed properties and deferred maintenance, and leverages public and private investment to support long-term sustainability. The role oversees complex affordable housing transactions and repositioning strategies, including RAD, LIHTC, mixed-finance development, acquisition, rehabilitation, new construction, recapitalization, and disposition. The CREO ensures compliance with applicable housing, construction, procurement, environmental, accessibility, fair housing, and building regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Executive Leadership and Portfolio Strategy

- Provides executive leadership for the Authority's physical real estate portfolio and establishes comprehensive strategies for development, redevelopment, preservation, modernization, maintenance, and long-term asset sustainability.

- Develops and implements a multi-year real estate and capital investment strategy consistent with the Authority's strategic plan, HUD requirements, financial capacity, local housing needs, and organizational priorities.
- Evaluates the physical, financial, operational, and market performance of Authority-owned properties and recommends appropriate strategies, including preservation, rehabilitation, recapitalization, redevelopment, conversion, disposition, acquisition, replacement, or other repositioning alternatives.
- Advises the CEO and Board of Commissioners regarding major real estate investments, development opportunities, portfolio conditions, capital requirements, asset risks, and repositioning strategies.

Real Estate Development

- Directs all Authority-sponsored real estate development and redevelopment activities from initial concept through feasibility, planning, financing, construction, lease-up, stabilization, and transition to operations.
- Directs feasibility studies, site analysis, market analysis, financial modeling, due diligence, environmental review, entitlement, design, financing, construction, and project closeout.
- Oversees the procurement and performance of developers, architects, engineers, construction managers, general contractors, environmental consultants, attorneys, financial advisors, development consultants, and other professional service providers.
- Establishes project controls for schedule, budget, scope, risk, quality, regulatory compliance, and project delivery.

Portfolio Repositioning

- Leads the Authority's portfolio repositioning strategy to improve the long-term physical and financial viability of its housing assets.
- Evaluates properties for participation in HUD repositioning programs and other preservation, redevelopment, conversion, or disposition strategies.
- Directs transactions involving Rental Assistance Demonstration (RAD), RAD/Section 18 blends, Section 18 demolition and disposition, Streamlined Voluntary Conversion, where applicable, Low-Income Housing Tax Credits, Mixed-finance public housing development, Project-Based Voucher strategies, Acquisition and rehabilitation, New construction, Recapitalization and refinancing, Property disposition, Public-private partnerships, Mixed-income development, Mixed-use development; and, Other HUD-approved repositioning strategies.
- Ensures repositioning recommendations are supported by appropriate physical needs assessments, financial analysis, capital planning, market analysis, resident impact analysis, and long-term operating projections.

RAD and LIHTC Development

- Provides executive oversight of RAD transactions from feasibility through conversion, construction, completion, and stabilization.
- Directs LIHTC transactions involving 4% and 9% tax credits, tax-exempt bonds, private debt, soft financing, seller financing, subordinate debt, grants, and other development funding sources.
- Reviews development budgets, sources and uses, operating pro formas, developer fees, reserves, financing assumptions, construction budgets, operating assumptions, and long-term financial projections.
- Oversee due diligence and coordination necessary to achieve financial closing and successful project completion.

Facilities and Modernization

- Provides executive oversight of the Authority's Facilities & Modernization functions.
- Develops a comprehensive capital improvement and modernization strategy based upon property conditions, regulatory requirements, available funding, operational priorities, and portfolio repositioning plans.
- Oversee capital planning, physical needs assessments, energy initiatives, infrastructure improvements, building systems, major renovations, modernization projects, and other capital investments.
- Ensures projects are appropriately scoped, budgeted, procured, scheduled, monitored, documented, inspected, and closed out.

Maintenance Operations

- Provides executive leadership and oversight of the Authority's maintenance organization.
- Establishes performance standards and accountability systems for preventive maintenance, routine work orders, emergency maintenance, vacancy preparation, unit turnaround, inspections, grounds maintenance, building systems, and overall property conditions.
- Develops strategies to improve maintenance productivity, reduce work-order backlogs, decrease unit turnaround time, control overtime and material costs, improve preventive maintenance, and increase resident satisfaction.
- Establishes preventive and predictive maintenance programs designed to extend the useful life of Authority assets and reduce emergency repairs.

Physical Asset Management and Regulatory Compliance

- Establishes standards for the physical performance of the Authority's housing portfolio.
- Ensures properties are maintained in compliance with applicable HUD physical inspection requirements, including NSPIRE, and applicable state and local building, property maintenance, fire, health, environmental, accessibility, and safety codes.
- Coordinates corrective action plans resulting from HUD inspections, third-party inspections, insurance inspections, accessibility reviews, environmental findings, or other regulatory assessments.
- Ensures appropriate inspection, quality-control, and quality-assurance systems are established for maintenance and capital activities.

Distressed Portfolio Recovery and Turnaround

- Leads strategies for the stabilization, recovery, repositioning, and long-term preservation of distressed, aging, underperforming, or financially challenged properties.
- Assesses portfolio-wide physical and financial conditions and identifies deferred maintenance, capital liabilities, regulatory risks, and operational deficiencies.
- Prioritizes capital investments based upon life-safety considerations, regulatory requirements, physical conditions, financial feasibility, available resources, and long-term portfolio strategy.
- Develops strategies to leverage RAD, LIHTC, mixed-finance transactions, grants, debt, and other public and private financing sources to address significant capital needs.

Capital Planning and Financial Management

- Develops short- and long-range capital plans for the Authority's portfolio.
- Coordinates capital investment priorities with the CEO, Finance, Housing Operations, Procurement, and other departments.
- Monitors capital expenditures, development costs, maintenance expenses, construction costs, reserves, and funding utilization.
- Identifies and pursues financing and funding opportunities, including federal and state programs, grants, tax credits, bonds, private debt, local funding, energy incentives, and other resources.

Procurement and Contract Administration

- Ensures procurement activities under the CREO's authority comply with applicable federal, state, local, HUD, and Authority procurement requirements.

- Develops or oversees scopes of work, technical specifications, evaluation criteria, independent cost estimates, and procurement documentation.
- Participates in the evaluation and selection of developers, contractors, consultants, architects, engineers, construction managers, and professional service providers.
- Ensures change orders, amendments, payment requests, project modifications, and contract extensions are appropriately justified, documented, reviewed, and authorized.

Organizational Leadership and Staff Management

- Directly and indirectly supervises assigned directors, managers, supervisors, project managers, inspectors, technical staff, modernization personnel, maintenance employees, and other assigned staff.
- Establishes clear performance expectations and measurable departmental objectives.
- Evaluates organizational structure, staffing levels, workflows, productivity, and departmental responsibilities and recommends changes necessary to improve efficiency and accountability.
- Promotes coordination among Real Estate Development, Facilities & Modernization, Maintenance, Housing Operations, Finance, Procurement, Legal, Resident Services, and executive leadership.

MINIMUM QUALIFICATIONS

Education

- Bachelor's degree from an accredited college or university in Real Estate Development, Business Administration, Finance, Architecture, Engineering, Construction Management, Urban Planning, Public Administration, Housing, or a closely related field.
- A master's degree in Real Estate Development, Business Administration, Finance, Urban Planning, Public Administration, or a related discipline is preferred.

Experience

- Minimum ten (10) years of progressively responsible experience in real estate development, affordable or public housing, asset management, construction, capital planning, facilities, maintenance, or related fields.
- Demonstrated experience leading complex affordable housing development or redevelopment projects, financing, multidisciplinary teams, consultants, contractors, and professional service providers.

PHYSICAL AND WORK REQUIREMENTS

Work is performed in office and field settings and requires visits to housing developments, construction sites, mechanical areas, vacant units, and other Authority properties. Reasonable accommodations will be provided in accordance with applicable law.

OTHER REQUIREMENTS

- Valid driver's license where required and ability to travel to Authority properties and project sites.
- Successful completion of applicable background, employment, and other screening requirements.
- Relevant professional certifications and experience with HUD-assisted portfolio transformation are preferred.