

RIHousing – Assistant Director of Real Estate Development

Salary - \$116,299.00 - \$174,449.00

Please note: This pay range represents the base annual full-time salary for all positions within this job grade. The actual salary offered will depend on factors such as experience and other job-related qualifications.

What we are all about:

We are seeking a dynamic professional to serve as the Assistant Director of Real Estate Development within our Development Department. This position is responsible for the cost-effective management of RIHousing's multi-family housing programs, ensuring resources are maximized and organizational risk is minimized. The role also oversees multiple federal, state, and RIHousing programs that expand affordable housing opportunities for low-income and special-needs populations in Rhode Island. In addition, the incumbent supports the Division Director with policy development, financial and strategic planning, legislative matters, coordination with the Executive Office of Housing, program reporting, and other operational functions as needed.

This is a hybrid position based in **Providence, Rhode Island**, where you will be an integral part of our **Real Estate Development** team. The role is designed for in-person collaboration and active engagement within our office environment.

What you'll do daily:

Staff Leadership & Oversight:

- Supervise, coach, and develop multi-family development staff to ensure prudent funding recommendations and underwriting decisions aligned with RIHousing policies and priorities.
- Manage the workflow of other employees, set performance standards, review Board presentations, and develop & implement training programs.
- Assist in resolving complex operational and personnel/human resource issues as needed.

Program & Policy Administration:

- Develop and implement policies, procedures, and systems for administering multi-family housing programs, including first mortgage loans, deferred loans, tax credits, equity investments, construction loans, and federal/state subsidy programs (e.g., HOME, HTF, SFRR, Housing 2030) in conjunction with the Real Estate Development Director
- Ensure compliance with design, construction, underwriting, documentation, and closing requirements.
- Stay current on federal and state regulations, communicate changes to staff, and maintain updated procedures manuals.

Project Review & Funding Processes:

- Coordinate with the Real Estate Development Director on RFP processes for all multi-family funding programs, ensuring project viability and compliance with program standards.
- Oversee technical services provided to other divisions for portfolio preservation and asset protection.
- Manage the loan approval process, including staff and board-level credit committees.
- Oversee Federal Risk Share and Federal Financing Bank submissions and implementation.

Interagency and Stakeholder Coordination:

- Serve as liaison to Finance, coordinating funding needs for the development pipeline and supporting bond transactions.
- Provide technical assistance to for-profit and non-profit developers, municipalities, and community groups.
- Build and maintain relationships with government officials, developers, architects, lenders, and other stakeholders to identify, analyze, and recommend solutions to the state's affordable housing needs.
- Advance strategic goals set forth by the Real Estate Development Director into effective program coordination and stakeholder alignment.

Systems, Reporting, and Data Management:

- Oversee implementation and staff training for Prolink software across the division
- Manage SFRF reporting and ensure accurate division data submission to the state in coordination with the Research Division.

Division-Wide Support:

- Assist the Division Director with program development, new initiatives, budgeting, strategic planning, and overseeing other functions within the division as required.
- Collaborate with senior managers across the agency on cross-divisional initiatives.

Business Development and Cultivating Borrower Relationships:

- Support development and execution of a structured plan to expand RIHousing's rental lending outreach.
- Assist senior management with business development strategies.
- Help build and maintain a strong real estate development pipeline aligned with RIHousing's mission.
- Market RIHousing rental lending products, cultivate borrower relationships, and originate loans with new and existing borrowers
- Monitor market trends and recommend product enhancements to maintain competitiveness.

What success looks like in this position:

- Bachelor's degree in business, public administration, real estate, or a related field (Master's preferred)
- Significant management experience, preferably 5+ years, in real estate development, community development, or federal low-income housing program administration, including staff supervision and training
- Demonstrated knowledge of public/private financing, real estate investment analysis, and design/construction practices and procedures
- Experience leading teams and providing mentorship, guidance, and clear communication
- Ability to adapt to a changing business environment and incorporate evolving regulations and guidelines into existing programs
- Experience working with for-profit and non-profit developers, local communities, and state agencies
- Experience soliciting, evaluating, and structuring complex commercial real estate transactions
- Excellent verbal and written communication skills
- Strong analytical, negotiation, problem-solving, and organizational skills
- Use of a personal vehicle, a valid driver's license, and proof of insurance required

Not sure if you meet all the qualifications? Let us decide!

Why RIHousing:

- Mission-Driven Organization
- Mentorship Program
- Lunch and Learn series
- Employee Recognition programs
- Dedicated Workforce
- Parking Stipend
- Medical/Dental/Vision/Life Insurance
- Paid Time Off
- Retirement Options
- Flexible Work Hours- If Position Eligible, Future Hybrid Work May Be Available
- Education Reimbursement
- Onsite Fitness Classes
- Volunteer Days
- Winner of "Best Places to Work" 2016, 2018, 2019, 2021 – 2025
- Greater Providence Chamber of Commerce Worksite Health Award 2013 – 2025
- PBN's Healthiest Employers of RI 2025

About RIHousing:

RIHousing works to ensure that all people who live in Rhode Island can afford a healthy, attractive home that meets their needs. RIHousing provides loans, grants, education, and assistance to help Rhode Islanders find, rent, buy, build, and keep a good home. Created by the

General Assembly in 1973, RIHousing is a self-sustaining corporation and receives no state funding for operations.

Please apply through our career site: <https://www.rihousing.com/careers/>

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