



## **Acquisitions & Capital Planning Manager- Boston, MA**

### **Overview:**

The Community Builders, Inc. (TCB) is a nationally recognized nonprofit developer, owner and manager of affordable and mixed-income residential and commercial properties. Founded in 1964, TCB has developed over 25,000 residential units as well as office and retail properties and owns or manages over 11,000 rental units nationally. TCB's strategic plan calls for continued growth in existing markets of Massachusetts, Connecticut, Rhode Island, New York, New Jersey, Pennsylvania, Maryland, Virginia, North Carolina, Illinois, Indiana, Michigan, Ohio, Kentucky and the District of Columbia. In addition to our expansion of real estate development capacity, community life engagement and resident resource building, financial strength, and property management. All guided by our mission "to build and sustain strong communities where people of all incomes can fulfill their full potential".

### **Position Description:**

Under the direction of the Director of Strategic Facilities Programs based in Boston, the Acquisitions and Capital Planning Manager is responsible for the long term planning of capital expenditures, safety and financial performance. This position provides the maintenance team with a clear understanding of TCB's standard operating procedures, capital objectives and physical requirements. The manager will prepare the maintenance teams to achieve capital expense budgets, develop scope and specifications, as well as understand maintenance and warranty contract language.

This role will lead property management in the acquisition and new construction process and will have accountability for developing maintenance teams to participate in the due diligence and takeover ensuring consistent adherence to company standard operating procedures and optimal results. Results will be attained through the successful implementation of global programs, proactive planning and financial management to promote the peak performance of the portfolio.

### **Essential Functions:**

- Find applicable trade(s) vendors, contractors to cost effectively support capital plans and major contract needs.
- Establish a high skills team for takeover of new acquisitions, trouble shooting and bench strength for portfolio and TCB growth plan.
- Seek to build employee teams, motivate and obtain superior performance of maintenance staff.
- Identify and attract top talent in the industry. Be visible and participatory in local agency and industry organizations and events to achieve network and brand identity for TCB.
- Mentor sites within TCB guidelines, ensure teams are performing to expectations and receiving frequent feedback and recognition in a fair and consistent manner.
- Routine review of financial statements with the Service Maintenance Managers to enhance capital planning and major contract knowledge, create efficiencies and develop plans to meet or exceed budget goals.
- Assure compliance with The Community Builders policies and procedures as they pertain to capital expense monitoring and controls (i.e. Replacement/Reserve withdrawal requests, bids & contracts).

- Provide leadership and pre-takeover tactics for due diligence, renovation, acquisition and new development.
- Collaboration and partnership with Community Life to implement meaningful programs and services to enhance the experience and life's of our residents.
- Routine inspections of each property with a written plan identifying capital & preventative needs and safety.
- Monitoring of team for effective cost control, scope development, bid solicitation and vendor management. Identify these methods and develop strategies in quarterly review of MOR.
- Mentor and lead site teams in the preparation of the capital annual budgets that produce optimal performance.
- Evaluate all major contracts to determine more efficient cost effective strategies while promoting opportunity contracting. Create standardized major contracts for snow removal, landscape, pest control and other areas.
- Lead in new business acquisition and development in conducting physical site due diligence and establishing cap ex benchmarks and budgets.
- Establish a responsive and responsible relationship cross functionally for the betterment of TCB through candid feedback, information and recommendations that will benefit the company long term.
- Participate as a member in housing and related task forces existing in the municipality and work with stakeholders to address the social and economic needs of the community and residents.
- Collaborates on best practices across the teams and ensures knowledge is leveraged across the PM, Development, Community Life and other departments within the organization.
- Set example for other Maintenance Service Staff in matters of dress, appearance, demeanor and attitude.
- Other duties are requested.

#### **Knowledge, Skills and Abilities:**

- Strong communication skills, both written and oral
- Highly detail-oriented and able to multitask in a fast paced environment
- Ability to analyze blue prints, structural engineering plans and build and analyze budgets
- Incredible customer service skills and the ability to create a customer focused culture while maintaining a positive work environment
- Analytical skills; must have demonstrated strong problem solving and quantitative abilities

#### **Physical Demands & Work Environment**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee routinely is required to sit; walk; talk and hear; use hands to keyboard, finger, handle and feel; stoop, kneel, crouch, twist, crawl, reach, and stretch.
- The employee is required to move around the building or site.
- Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- The employee may occasionally lift and/or move up to 20 pounds.
- Travel required.
- Must work under deadlines and ability to meet deadlines.

#### **Education & Experience:**

- Bachelor's degree or general contractor license and 10 + years of progressive responsibility in a development or construction environment required.
- 10+ years of design build, bid solicitation, scope development and new construction or renovation of homes/buildings.
- 8+ years of experience and knowledge of multi & single family, hotel or commercial construction / contracting.

- Must validate 8 years advanced experience in building codes, rules and regulations, plumbing, HVAC, carpentry, electrical and roofing contracting.
- Experience managing sub-contractors, vendors, service and general building contractors are essential skills.
- Industry-trade certifications/license (Contractor, OSHA, HVAC, ETC) preferred.
- Willingness to get certification within 6 months of hiring to meet any specific site/area needs.
- Knowledge of hand tools, power tools and protective equipment.

**The Community Builders, Inc. is committed to ensuring diversity in its workplace, and candidates from diverse backgrounds are strongly encouraged to apply.**

**Apply Here: <https://home.eease.adp.com/recruit/?id=11640111>**