

Job Title: Director of Land Acquisition and Project Development

Reports to: President and CEO

FLSA Classification: Exempt

Position Summary

Lead Habitat's land acquisition and project development efforts across 15 Cape Cod towns, managing land opportunities, project designs, and permitting. Collaborate with staff, volunteers, and professionals to achieve organizational goals. This role involves working directly with the municipalities, state and local government partners and housing supporters. Strong written, verbal communication skills and efficient time management are essential.

Essential Functions:

Land Acquisition: Manage land acquisition process from start to finish.

- Respond to, evaluate, and complete due diligence on RFPs, land donor prospects and all potential land acquisition opportunities.
- Identify and mitigate potential risks related to land acquisition, land use, and project development.
- Working with the CFO and Director of Construction to develop project proformas and update as needed.
- Lead negotiations for land acquisition, agreements, easements, nitrogen credits, ensuring favorable terms and conditions.
- Make recommendations for land acquisition and project feasibility, working with the Habitat leadership team.
- Ensure property bank is a minimum of three years of work.
- Work with municipality or donor/seller and Habitat legal representative toward a Land Disposition Agreement or Purchase and Sale Agreement to secure prospect.

Project Development/Permitting: Manage all aspects of permitting and reporting.

- Build and maintain positive relationships with local community leaders, government authorities, housing authorities and other stakeholders.
- Lead interactions, negotiate terms, and ensure permits and all associated legal documents/contracts are secured for all projects.
- Advocate for favorable permit conditions consistent with Habitat's project goals and schedules.
- Lead discussions, manage, and update project timeline in coordination with Habitat department leads.
- Coordinate and manage professionals used for engineering/environmental studies, architectural, permit support, legal and other technical studies.

- Prepare applications and presentations to permitting agencies; represent Habitat's position in town hearings, open houses, workshops, and public forums.
- Conduct communications related to neighborhood relations and community support of new projects.
- Re-permit/amend permits as needed for compliance of proposed construction changes and ensure compliance with regulatory agreements.
- Manage EOHLC relationships for permitting (LIP and LAU applications) and regulatory agreement.
- Prepare reports as required for permitting, partner, and funding entities.

Other Duties:

- Provide information needed for Habitat staff and consultant grant writers to secure project funding.
- Provide information to relevant staff and participate in preparation of marketing and homeowner application materials.
- Secure CPC/Housing Trust funding for land acquisition and early construction and attend meetings as needed.
- Ensure permit compliance and project close out.
- Maintain digital project files ensuring complete content for all phases of permitting and development to CO, working with other Habitat staff.
- Other duties from time to time as requested by President/CEO.

Required Knowledge, Skills, and Abilities

- 3+ years' (or equivalent related experience) in affordable housing and project development including site planning, zoning, and permitting processes, land conveyance and knowledge of MA and Town regulations.
- Knowledge of site planning, design, zoning, and permitting in MA.
- Strong project management, presentation, communication, administrative and organizational skills both verbal and written.
- Ability to manage multiple tasks and meet deadlines.
- Proficiency in computer systems and documentation.

Additional Info

- Full-time, salaried position with flexible hours (hybrid office and remote) which includes occasional evenings/weekends.
- Valid MA driver's license required.
- Commitment to Habitat's mission is essential.
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