



Job Title: **Director of Finance for Real Estate Development**

Department: Finance

Reports to: SVP Finance & Operations

Effective Date: June 1, 2025

Director of Finance for Real Estate Development

The Director of Finance for Real Estate Development will lead the financial management of One Neighborhood Builders (ONB) real estate development initiatives, ensuring long-term organizational sustainability and growth. As a key member of ONB's senior team, this role is an essential component to assure the organization's financial stability in real estate development.

This position combines expertise in real estate development financial management, grant compliance, and fundraising with significant experience in affordable housing development financials, including budgeting, financing, and real estate transactions. The Director of Finance for Real Estate Development will partner and work collaboratively with both the Director of Accounting and the Director of Real Estate Development.

Overview of One Neighborhood Builders

One Neighborhood Builders has been at the forefront of the fight to expand affordable housing and foster healthier, more equitable communities. Founded in 1988, One Neighborhood Builders has established itself as a preeminent community development leader in Rhode Island. ONB has developed more than 475 affordable apartments, 130 homeownership opportunities, and nearly 35,000 square feet of commercial and community space - totaling more than \$140 million of investments.

ONB's work is pursued with an enduring commitment to equity – a core organizational value that drives its real estate project selection, external relations and communications, and culture. The organization proudly maintains a highly diverse staff and board, reflecting the communities served and representing various identities.

Responsibilities

- Chiefly responsible for all financial aspects of community development
- Collaborate with the President & CEO and senior leadership to create financial plans that support all real estate development
- Develop and accurately prepare time reports to advise the leadership, funders, investors, and stakeholders on real estate financial performance strategies
- Oversee financial operations for real estate and community development including affordable housing projects, cost tracking, financial modeling, profitability analysis, and more



- Lead financial due diligence for real estate acquisitions and development feasibility studies
- Manage construction budgets, financing (including debt and equity), and financial compliance for real estate development projects and initiatives
- Work with real estate development, asset management and property management teams to ensure efficient operations and maximize revenue generation
- Oversee the preparation of grant budgets, proposals, monthly financial statements and annual audit relating to real estate development
- Lead efforts to secure capital financing for property development projects, including partnerships with financial institutions, investors, and public agencies
- Reports to the Chief Operating Officer with substantial day-to-day engagement with the President & CEO
- Ensure compliance with all applicable financial regulations, including nonprofit accounting standards, audits, tax laws, and grant requirements
- Support professional development for finance staff, aligning individual growth with organizational needs
- Prepare and present financial updates, including key performance indicators, cash flow forecasts, budget performance reports, and annual audit packages
- Establish and maintain robust internal controls to safeguard ONB assets and ensure financial transparency
- Proactively work with the Director of Accounting to identify and mitigate financial risks across all areas of the organization
- Actively engage, support and supervise the Accounting Associate(s) for Real Estate

Qualifications

- Master's degree in accounting or equivalent; CPA is preferred.
- Expertise in affordable housing financial management, grant compliance, and fundraising resources, and capital financing
- Proficiency in property development financials, software platforms, including budgeting, financing, and real estate transactions
- Capacity to establish and maintain strong relationships with funders, donors, investors, and lenders to support both ongoing and future projects
- Advanced financial leadership and acumen for forecasting, and data-driven insights to guide organizational decision-making
- Established leadership experience demonstrating the management of complex financial processes across various sectors such as, real estate development, asset management, and operations
- Knowledge of financial software and tools used for accounting and property management
- Facilitate team management, foster a culture of collaboration, accountability, and continuous improvement



Requirements

- Highly knowledgeable and efficient in real estate development with a high degree of financial oversight
- Demonstrated understanding of real estate financial management, GAAP accounting principles, and best practices.
- Excellent communication skills and actively engage with staff across teams.
- Demonstrate competence in computing skills, including experience with MS Excel, Word, QuickBooks Online, SAGE, and GIS desirable.
- Strong ability to organize work, work independently, problem-solve, and be persistent.
- Demonstrated ability to manage productive relationships with development team members, public officials, funders and lenders, other staff, and the community.
- Proven experience building trusting relationships across race, ethnicity, class and age.
- Reliable transportation required.
- Physical ability to navigate an active construction site safely and regularly, and able to transport items as needed.
- Sensory: Frequently required to read fine print on documents and communicate clear directives.
- Cognitive: Continuously able to understand and relate to concepts behind relevant ideas and track multiple tasks/assignments given to others over a period of days. Must be detail-oriented in office and field with moderate interruption. Able to attend to task/function for more than 60 minutes at a time.

The Director of Finance for Real Estate Development will be required to work full-time, with some flexibility needed on nights and weekends. Hybrid work schedule offered in alignment with company policy.

ONB offers a robust benefits package (including health, dental, and vision insurance), a retirement plan with matching contribution, a generous allotment of paid holiday and vacation time, and an inspiring and innovative organizational culture. The starting salary range for this role is \$99,000-110,000 annually, with the high end of this range requiring more significant professional experience and qualifications.

ONB is dedicated to the goal of building a culturally diverse team seeking to work in multicultural communities throughout the region. ONB strongly and sincerely encourages applicants who reflect such diversity.

APPLICATION INSTRUCTIONS

Please submit your cover letter and resume to Belinda Philippe, VP of People and Belonging, at philippe@onenb.org.