



Project HOME

Vice President of Real Estate & Facilities



The Organization:

The mission of the Project HOME community is to empower adults, children, and families to break the cycle of homelessness and poverty, to alleviate the underlying causes of poverty, and to enable all of us to attain our fullest potential as individuals and as members of the broader society. We strive to create a safe and respectful environment where we support each other in our struggles for self-esteem, recovery, and the confidence to move toward self-actualization.

Project HOME achieves its mission through a continuum of services comprised of street outreach, a range of supportive housing, and comprehensive services. We address the root causes of homelessness through neighborhood-based affordable housing, economic development, and environmental enhancement programs, as well as through providing access to employment opportunities; adult and youth education; and health care. Project HOME is committed to social and political advocacy. An integral part of our work is education about the realities of homelessness and poverty and vigorous advocacy on behalf of and with homeless and low-income persons for more just and humane public policies.

Project HOME is committed to nurturing a spirit of community among persons from all walks of life, all of whom have a role to play in making this a more just and compassionate society.

Position Overview

Reports to: Chief Financial Officer / Executive Vice President

The Vice President of Real Estate and Facilities is the organization's leader of real estate, responsible for strategy, goal setting, and achieving outcomes through the work of the department responsible for real estate development and preservation; capital projects and asset management; and facilities and maintenance. As a member of the Executive Team, the VP provides leadership and oversight to teams growing, maintaining, and managing real estate assets, including leading a team responsible for advancing a pipeline of residential and commercial projects aligned with the organization's strategic goals. The VP of Real Estate and Facilities must also foster and maintain relationships with funders, investors, and regulators to continue progress on the real estate strategy in support of Project HOME's mission.

Key Responsibilities:

Executive Leadership & Strategic Direction

- Provide executive leadership for a diverse real estate portfolio, ensuring long-term physical, financial, and regulatory performance while maintaining visibility into asset-level operations.
- Serve as a senior member of the leadership team, advising executive management and the board on real estate risk, capital needs, and portfolio performance trends.
- Develop and execute portfolio-wide real estate, asset management, and facilities strategies aligned with organizational priorities and operational capacity.
- Establish and oversee enterprise-level asset management policies, performance benchmarks, and reporting systems that translate strategy into actionable operating standards.
- Lead, mentor, and develop senior managers across real estate development, asset management, and facilities functions.
- Foster strong collaboration with internal departments and external partners to ensure coordinated decision-making, effective execution, and mission-aligned outcomes.

Real Estate Development & Capital Projects

- Oversee a multi-year pipeline of new construction and preservation projects (primarily LIHTC-funded), guiding projects from feasibility through stabilization with attention to schedule, budget, and compliance.
- Direct cross-functional coordination among real estate, supportive housing operations, finance, IT, and facilities teams to ensure capital projects support regulatory requirements and long-term asset sustainability.
- Represent and negotiate with community organizations and development entities related to proposed development projects and affordable housing initiatives.

Asset Management & Portfolio Performance

- Monitor operating performance, reserves, and capital expenditures across the portfolio, identifying trends, risks, and corrective actions at both asset and portfolio levels.
- Provide strategic and operational oversight of capital planning, including rehabilitation cycles, major system replacements, and long-range capital needs assessments.
- Guide prioritization of maintenance and capital repair investments to reduce lifecycle costs, address risk, and preserve asset value.
- Partner closely with finance leadership on portfolio-level financial planning, cash flow analysis, reserve strategies, and long-term sustainability modeling.

Facilities & Maintenance Operations

- Provide executive oversight of facilities and maintenance operations across a multi-site portfolio, ensuring consistent service delivery, safety, and cost-effective practices.
- Oversee implementation and continuous improvement of preventive maintenance programs, work order systems, and inventory controls.
- Support facilities leadership in addressing portfolio-wide safety, code compliance, and risk management issues.

Compliance, Regulatory & Investor Relations (LIHTC-Focused)

- Provide support to supportive housing operations to ensure ongoing LIHTC compliance across all properties, including investor reporting, regulatory audits, inspections, and financial monitoring.
- Maintain strong relationships with LIHTC investors, lenders, funders, and regulators, supporting both new development and ongoing asset performance.
- Support audits, investor reviews, and regulatory inspections related to development, asset management, and facilities operations.

The Leader:

- Bachelor's degree in Business, Engineering, Real Estate, or a related field
- Minimum of eight (8) years of progressive experience in real estate development, asset management, facilities management, or affordable housing environments
- Demonstrated working knowledge of public and affordable housing programs and regulations, including compliance and reporting requirements
- Demonstrated working knowledge of affordable housing financing programs, including Low Income Housing Tax Credits (LIHTC), New Market Tax Credits (NMTC), HOME, Pennsylvania RCAP, and other federal, state, and local funding sources
- Proven ability to collaborate effectively with public agencies, funders, design professionals, and internal departments including finance, property management, residential services, information technology, and human resources
- Strong leadership, organizational, and management skills, with experience supervising and developing staff

- Ability to manage multiple priorities, meet critical deadlines, and provide clear executive level communication, both oral and written
- Strong proficiency with Microsoft Office and related business systems

What Qualifications or Experience You May Bring:

- Master's degree in business, Engineering, Real Estate, or a related field
- Experience with federal, state, and local environmental review processes, construction requirements, and building codes
- Experience in project management, engineering oversight, cost containment, and capital project delivery
- Experience working in low and moderate income and urban communities, particularly in mission driven or nonprofit housing organizations
- Experience supporting or leading regulatory audits, investor reporting, and compliance reviews related to affordable housing portfolios

Location:

Philadelphia , PA

Compensation:

\$165,000 to \$195,000

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Project HOME provides equal employment opportunities to all employees and applicants for employment, without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, genetic information, or any other characteristic protected by federal, state, or local laws. Project HOME prohibits discrimination and harassment of any type.

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If you have an interest in this opportunity, please share a resume and brief cover note to:

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