

Project Director – Real Estate Development (Hybrid remote in Central Texas Area)

Reports to: Executive Director

Location: Austin or San Antonio

Anticipated Start Date: November 2024



GENERAL DESCRIPTION:

Texas Charter School Development, Inc. or TCSD (www.txcharter.org), is a non-profit facilities solutions provider that partners with charter schools to deliver long-term facilities. TCSD currently manages revolving equity funds and development activities in two regions – Houston and Central Texas (San Antonio and Austin).

Texas Charter School Development seeks an experienced, innovative, and collaborative leader to serve as its Project Director for the Central Texas region. The Project Director will be based in Austin or San Antonio and will be responsible for managing and overseeing projects at various stages of the development process, including: site selection, due diligence, design development, entitlements, financing support, construction, and project closeout. As the region grows, the Project Director may have the opportunity to build a team of project managers.

The successful candidate will have strong experience in construction management and/or real estate development, possess customer and client service skills, be very organized, be both self-directed and a team player, has a passion and connection for the mission and work, is a tenacious problem solver who can bring solutions and options, and has a track record of persisting through challenges.

About TCSD

At TCSD, we believe every child deserves a safe and inspiring learning environment. But a legacy of systemic inequality in education has left many historically under-resourced communities with limited public educational options. A lack of affordable school facilities is a major barrier to expanding the number of high-quality public schools educating students of color. TCSD exists to break down that barrier.

We are a non-profit, full-service real estate development firm offering an array of services to meet the unique needs and goals of charter school partners. We work side-by-side with charter school partners to acquire land, build school facilities, and match the project with affordable financing from a lender, all in an effort to bring more high-quality charter school seats to chronically under-resourced communities. With our parent organization, Pacific Charter School Development, since 2004, we have developed \$1B+ in total projects, creating 120+ campuses serving over 50,000 students across multiple districts and municipalities. In Texas, over the past two years, we have helped create over 2,400+ new charter seats, invested close to \$6M of our own equity, and managed \$40M in capital budgets for charter partners. By changing the facilities landscape for charter schools, we are ensuring that more students have access to schools where they can learn and thrive.

ROLES & RESPONSIBILITIES:

The Project Director's key functions include day-to-day management of projects, ensuring that projects are delivered under budget and time constraints, and leading the overall regional efforts to grow the market and streamline the development process. The Project Director will need to be able to operate independently as well as work as a team member and take direction from the Executive Director. The Project Director will work closely with the Executive Director and collaborate with the COO, CFO, and TCSD's Finance Team to oversee day-to-day project management activities.

Responsibilities include, but are not limited to, the following:

Project Management and Oversight:

- Manage all phases of the facilities development process including site selection, due diligence, design development, entitlements, budget, schedule, financing support, construction, and project closeout.
- Work with the Finance Team to finalize budgets during acquisition through close of financing, having ownership and authority to sign off on major budget revisions impacting affordability.
- Work and manage various project stakeholders (general contractor, brokers, architect, engineering, city departments) to ensure all project deliverables and timelines are met.
- Ensure projects achieve larger project milestones.
- As the region grows, this role may manage and mentor a project team with support on day-to-day budget, schedule, and execution of project management responsibilities.

Client Management:

- Develop and maintain a strong relationship with charter school clients throughout all stages of project development.
- Work with the TCSD Finance team to conduct initial underwriting of client and sites to determine ability for project size and timing.
- Maintain a strong understanding of development particulars and effectively communicate project updates, risks, and options to clients.
- Establish communication standards and processes to ensure client satisfaction of services.
- Develop creative solutions to meet the demands of existing clients and/ or projects.

Regional Leadership and Business Development:

- Lead regional effort to develop necessary planning and city official connections.
- Assist Executive Director in developing a strong vision and strategic plan for the growth of the region, including a regional budget and operational milestones.
- Identify critical issues within the region, determine approach and create appropriate workplans for resolution; coordinate cross-functional teams, including senior management, in implementation of strategic initiatives.
- Support Executive Director in client consulting and project pipeline development.
- Execute consulting engagements.

Strategy and Operations:

- Work with Executive Director and Executive Team to refine the regional business plan to meet market changes and demands.
- As the region grows, recommend regional hiring decision making to the Executive Director and run the day-to-day execution of the candidate recruitment process.

QUALIFICATIONS:

- 5+ years of real estate development experience
- 3+ years of people management experience including hiring, terminating, coaching, providing feedback, growing and developing people
- Demonstrate a thorough understanding of all phases of development, particularly entitlements/planning approvals and construction management
- Demonstrate keen sense of problem solving, independently overcoming roadblocks, and offering “workaround” solutions
- Effective communication skills, with the ability to communicate issues clearly to diverse stakeholders and across a large, cross-functional project team
- Ability to synthesize information from multiple sources and distill the most important takeaways to guide next steps
- Organized, detail-oriented, proven history of excellent performance
- Strong teamwork and team building skills
- Interest in reforming public education; passion for the TCSD mission
- Bachelor's degree preferred (construction management, business, economics, finance, real estate, architecture, or engineering preferred)
- Relevant industry experience in charter school operations, real estate lending, real estate, business, finance, or architecture is a plus
- Must be willing to travel throughout the State of Texas

COMPENSATION:

Annual salary starting at \$125,000. Benefits package includes:

- **Health and Dental insurance:** TCSD pays 100% of the monthly premium
- **Vision insurance:** TCSD pays 50% of the monthly premium
- **401(k) retirement account:** TCSD will match 100% of the employee’s contribution up to 4% of gross salary per pay period
- **Vacation:** 12 paid vacation days per year. After three years, vacation accrual increases to 18 days per year.
- **Monthly cell phone reimbursement:** TCSD reimburses up to \$150/month for plan/line access for the employee.
- **Annual bonus compensation** depending on individual and company results.

TO APPLY:

- If interested, please send a resume and cover letter to info@pacificcharter.org