

Brookline Housing Authority

Position Description

Position Title:	Redevelopment Associate	Department:	Redevelopment
Reports to:	Associate Director of Redevelopment	Approved By:	Amelia Youngstrom
FLSA Status:	Exempt	Approved Date:	6.24.26

For Job Posting

About the BHA

The Brookline Housing Authority provides low-income families, seniors, and people of all abilities with safe, decent, accessible, and affordable places to live in a community rich with opportunities. The BHA operates nearly 1,000 affordable housing units in Brookline and administers over 1,200 housing choice vouchers. BHA housing is enhanced by on-site resident services and community partnerships.

Over the last decade, the Agency has been working to redevelop its aging public housing portfolio using the Low-Income Housing Tax Credit program (LIHTC) and HUD's repositioning programs including Rental Assistance Demonstration (RAD) and Section 18 Demolition/ Disposition. In April 2026, BHA completed its first new construction project, 32 Marion Street. Replacing the former Colonel Floyd 60-unit federal public housing development, 32 Marion Street is a passive house building with 115 affordable units for seniors and people with disabilities. BHA next plans to redevelop its federal Walnut High Apartments and its state public housing portfolio and seeks a Redevelopment Associate to support this work.

Position Summary

The Redevelopment Associate ("Associate") works in partnership with the Redevelopment team, other BHA departments, and community and project partners to advance the BHA's affordable housing agenda through all stages of development. The Associate helps to develop and maintain project budgets, assemble financing, competitively procure and supervise consultants, and communicate with residents, the Town of Brookline and funders.

All activities must support the Brookline Housing Authority ("BHA" or "Authority") mission, strategic goals, and objectives.

Essential Duties and Responsibilities

The position's duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned as needed.

- Provide general project management support to all members of the redevelopment team
- Manage monthly requisitions for ongoing redevelopment projects; includes updating of development budgets, tracking sources and uses for LIHTC maximization, and delivering monthly reports to lenders
- Communicate with vendors on matters relating to invoice collection, processing, and payment of development services
- Plan and implement competitive selection processes to secure third-party due diligence reports, third-party consultants in compliance with M.G.L. c. 30B and all other applicable procurement law
- Assist with construction and permanent financing, and equity resources from private and government lenders and investors
- Attend and/or lead project meetings
- Manage third-party consultants to keep projects on schedule
- Communicate with BHA residents affected by redevelopment projects to ensure they are informed and have the opportunity for input. This may include holding resident meetings, drafting email newsletters, and developing flyers and other materials to promote resident engagement.

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- Maintain up-to-date project website(s) by collaborating with BHA's website host to update content. Support BHA communications with neighbors and town stakeholders through other means as necessary, including BHA social media.
- Assist in the preparation of federal, state and local funding applications
- Support redevelopment team with initial closings and permanent loan conversions
- Coordinate with property management, resident services, maintenance, finance and leased housing departments to obtain input and move projects forward during predevelopment and construction
- Alongside redevelopment team, represent BHA with residents, public officials, funders and other stakeholders
- Research, analyze, interpret and communicate affordable housing policy, written guidance, requirements, and regulations.
- Assist with recommendations and reporting to Board of Commissioners
- Support all other efforts relating to the BHA's Preservation Initiative and Redevelopment Program
- Provide additional support, as may be needed from time to time, to assist coworkers and help with special projects.

Behavioral Competencies

This position requires the incumbent to exhibit the following behavioral skills:

Job Knowledge: Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the Authority. Uses appropriate judgment & decision making in accordance with level of responsibility.

Customer Service: Provides timely, courteous, and quality service to all internal or external customers by anticipating individual needs, following through on commitments and ensuring that stakeholders have been heard.

Communication: Employee is prepared, clear, concise, and organized in all facets of communication in order to fully establish understanding. Actively listens and understands the audience to adapt message appropriately. Communicates information with appropriate personnel in a timely manner.

Teamwork: Actively participates and collaborates across departments and works toward the achievement of common goals. Employee is adaptable, solution-oriented, and open to new ideas and/or approaches. Employee is aware of changes that impact internal and external customers and effectively communicates the impact when working as a team.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness. Holds oneself personally responsible for one's own work and does fair share of work.

Safety Awareness: Employee is cognizant of his/her surroundings. Follows proper safety procedures and considers the safety of self and others. Identifies, communicates, and assists in the correction of any safety concerns where appropriate.

Required Qualifications

- Bachelor's Degree
- Exposure to financial and real estate concepts through 1+ years of relevant work experience such as planning, project management, financial analysis, real estate development, or community development. Master's degree (real estate, business, public administration, planning, or other related fields) may substitute.
- Ability to effectively communicate in writing and in conversation with team members, senior staff residents, consultants and funders

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- Highly organized and proficient at Microsoft Excel, PowerPoint and Word
- Ability to analyze, interpret, and summarize complex financial projections.
- Experience in meeting with local officials and with constituencies from diverse backgrounds
- Experience with contract administration
- Some exposure to multifamily residential housing development
- Ability to work independently, meet deadlines, manage multiple priorities and solve problems expeditiously
- Ability to work in a team and to contribute actively and appropriately
- Excellent employment references

Preferred Qualifications

- Familiarity with Massachusetts affordable housing policies and programs
- Familiarity with LIHTC, Section 18 and Section 8 policies and programs
- Experience with the regulatory requirements of public financing for affordable housing, including Low Income Housing Tax Credits and HUD financing programs
- Experience with community engagement, resident communications, and/or digital communication strategies

Technical Skills

To perform this job successfully, the employee should have strong computer skills, be highly organized and proficient at Microsoft Excel, PowerPoint and Word. Must also have the ability to learn other computer software programs as required for assigned tasks.

Physical Demands

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.

To perform this job successfully, the employee is frequently required to remain in a stationary position. Daily movements include sitting; standing; operating computers and other office equipment; moving about in the office; and attending onsite and offsite meetings. Occasional evening meetings may be required. The employee must be able to communicate via email and verbally via telephone. The employee must occasionally transport up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office environment. The noise level in the work environment is usually moderate.

Brookline Housing Authority has a hybrid work policy for office staff. Office staff may elect to work up to two days per week remotely.

Considerations

Brookline Housing Authority is most interested in finding the best candidate for the job, and a wide range of experience can transfer well to housing redevelopment work. The Authority may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. Interested candidates are encouraged to think broadly about their background and skill set for the role.

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Brookline Housing Authority is an Equal Opportunity Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.

Compensation and Benefits

- Salary range: \$65,000 - \$85,0000, commensurate with experience;
- Comprehensive benefits package including health insurance, retirement plan, and paid time off;
- Professional development opportunities and support for relevant certifications.

Application

Please submit a resume and cover letter to careers@brooklinehousing.org and include "Redevelopment Associate" in the subject line. BHA will prioritize review of applications received by August 5, 2026.