

Job Title: Associate Director, Director – Real Estate Development

Location: Remote with travel to job sites as needed

Reports to: Managing Director

Start Date: As soon as possible

Compensation: The title and related compensation will be determined by the amount and quality of each candidate’s experience compared to the roles, responsibilities and qualifications outlined for this position.

- For an Associate Director candidate, the expected salary range is from \$90,000 - 120,000 per year with eligibility for up to a 10% bonus.
- For a Director candidate, the expected salary range is from \$120,000 - 150,000 per year with eligibility for up to a 10% bonus.

About Level Field Partners

Level Field Partners is a team of impact-focused, results-driven professionals with deep expertise and decades of experience in public charter school real estate and financing. As former charter school operators, we know and have managed every facet of the real estate development process. We take a commercial approach, deliver at a high level, and own the outcomes at every stage of the process. We work alongside charter school teams, providing the knowledge, capacity, and bandwidth they need to build first-class, financially sustainable facilities. Over seven years, we’ve secured more than \$750M in total project financing and partnered with 125 high-quality charter school operators to add nearly 50,000 new seats for students.

We also provide access to direct lending to help charter operators bridge the gap between real estate development and financing. Through the nonprofit Level Field Facilities Fund (“LFFF”), we combine flexible capital with underwriting expertise to address financing challenges and bring traditional finance and charter specific funds to the table. LFFF targets early-stage operators, with a focus on those serving historically underserved communities. To date, LFFF has deployed more than \$15MM in direct lending, leveraging \$110MM+ of total debt for new facilities projects. LFFF loans have supported 4,000+ students at charter schools nationwide.

Level Field’s reputation for best-in-class services is evidenced by our partnerships with the nation’s leading charter school organizations. Our national track record has also made us a trusted partner to several sector-leading groups like the Charter School Growth Fund, the Walton Family Foundation, and The City Fund.

In addition to our deep charter school experience, we leverage decades of additional experience in management consulting, investment banking, and the legal field to function as extensions of in-house leadership teams, positioned on the "same side of the table" as the schools we serve, zealously representing the financial, real estate, and programmatic interests of our clients.

For more information on Level Field Partners, please visit: www.levelfieldpartners.com

For more information on Level Field Facilities Fund, please visit: www.levelfieldfacilitiesfund.org

About the Role

We are looking for an experienced real estate professional to join our team to support real estate development and construction activities. The role specifically oversees the renovation or new construction of public charter school facilities. This individual will work with external teams of real estate experts to help schools strategically navigate the development process and ensure on-time, affordable, high quality facilities are delivered to our clients. This individual should expect to manage 5+ client engagements spanning different phases of work, helping to guide each from project scoping and budgeting through team assemblage, site search, design, permitting, bidding, financing, and construction to successful completion.

The ideal candidate will demonstrate an ability to manage complex projects, think strategically, communicate effectively, and work as a team member both within our Level Field team and with the operator/client and external project teams. This individual will report to a Managing Director and receive support from junior team members as well as Partners to execute on the day-to-day activities needed for the client engagements.

Roles & Responsibilities

We are seeking candidates that can step into project feasibility and real estate development engagements immediately, directly managing project-related work, which may include:

Project Feasibility & Roadmapping

- Assessment of a single site or a portfolio of properties to meet short- and long-term client growth goals
- Preliminary project sizing based on local market conditions, financing costs, potential acquisition costs, etc.
- Evaluation of multiple acquisition structures and timelines relative to affordability and client needs

Real Estate Development

- Support with site identification, evaluation, and acquisition negotiation
- Team assemblage of third-party professionals, including architects, attorneys, project managers, and general contractors, via rigorous RFP processes
- Ongoing project leadership and management through design, entitlements, permitting, financing close and construction
- Project budget and schedule development, including pre-construction cash flow estimation
- Contract negotiation support
- Execution of key project milestones in the pre-construction period, including management of entitlements, design, and due diligence workstreams, to deliver on-time financing close and construction start
- Provide ongoing leadership and support throughout construction, including site visits, managing the project team, reviewing and submitting draw packages, resolving issues as they arise, and offering strategic recommendations to the client

Client Support Services

- Support the client from predevelopment through construction to ensure a smooth transition through project phases, and that a successful client turnover is achieved.
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- **Oversee and ensure the performance of all client vendors, including:**
 - Architects and engineers
 - General contractors and subs
 - FF&E
 - Low voltage
 - Food service program
 - Moving company (if applicable)

For more information on Level Field's core services, please visit: <https://levelfieldpartners.com/services>

Level Field Partners is a growing organization. As a result, everyone on our team wears multiple hats. We are looking for team members with that entrepreneurial spirit who actively seek the opportunity to dig in, and be flexible, and make the most of opportunities that present themselves such as leading an internal project or strategic initiative.

Qualifications

While we do not expect candidates to perfectly meet each of the criteria listed below, strong candidates will be able to demonstrate:

- A deep commitment to LFP's mission to serve public charter school operators, their students, and communities.
- Commitment to diversity, equity, and inclusion values and belief that this is what impacts our work the most.
- A track record of excellent performance at a construction management, owner's representative, real estate development, or consulting firm, with a history of on-time and on-budget project delivery. Strong preference for experience in school construction in the charter school sector.
- Strong analytical skills and creative problem-solving skills.
- Inspiring organizational and self-management skills with the ability to plan and execute effectively, while often remotely located from both clients and LFP team members.
- Effective written and verbal communication skills with the ability to clearly communicate to a diverse set of stakeholders.
- An entrepreneurial spirit.
- Bachelor's degree with a focus in real estate, construction, architecture/engineering preferred.
- A graduate degree in a relevant field is optional, but is a plus.
- 5+ years of professional experience in a role requiring strategic problem solving, project management, and real estate development or construction management. Experience in an educational or client service role is a plus.
- Ability to travel to client sites and LFP team meetings.

Commitment to Diversity, Equity and Inclusion

LFP is an equal opportunity employer and encourages resumes from diverse candidates. LFP does not discriminate in any aspect of employment on the basis of race, color, ancestry or national origin, religion, sex, sexual orientation, gender identity, gender expression, marital status, disability, veteran status, genetic information, or age.

To Apply



Applications will be evaluated on a rolling basis. **Applications should consist of a cover letter stating interest and a current resume.** References will be requested at an appropriate time in the selection process. Please submit electronically through our [application portal](#).

