



# BCC JOBS BOARD

September 6th, 2023

*Firms posting their open opportunities with the [Builders of Color Coalition](#) actively welcome diverse applicants, and look forward to hearing from you. Please let firms know that you heard of the position via BCC.*

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## [Executive Assistant](#)

### **Opportunity Communities (OppCo)**

Full-time, primarily remote, reporting directly to the CEO. An essential member of our team, providing general and administrative support to senior leadership team, and ensuring the smooth operations of OppCo's Board of Managers.

## [Business Relationship Specialist](#)

### **Federal Reserve Bank of Boston**

The Building Relationship Specialist serves as the primary point of contact for our prestigious tenant firms, and makes strategic and operational decisions independently, exercising considerable judgment.

## [Director of Real Estate at Urban Edge](#)

### **Ann L Silverman Consulting**

Urban Edge seeks a Director of Real Estate with deep real estate development knowledge, who is mission driven and entrepreneurial.

## [Development Associate](#)

### **Beacon Communities**

The Development Associate will support Development Directors on development projects at various stages of development.

## [Project Manager](#)

### **Kevin Cradock Builders**

Kevin Cradock Builders, in operation since 1995, performs high-end residential renovation and new construction work in the Boston region; we are seeking an experienced project manager.

### [Real Estate Development Project Manager](#)

#### **Harborlight Homes**

Help the Real Estate Development team bring a pipeline of projects from vision to reality through purposeful planning and execution of key objectives while partnering with a wide-range of stakeholders and ensuring on-time deliverables.

### [Client Services Coordinator](#)

#### **CBRE**

General administrative support to a group of sales professionals with responsibilities that include preparing expense reports and correspondence, coordinating events, and preparing internal and external marketing materials.

### [Assistant Director, Business Equity](#)

#### **The Boston Foundation**

Develop, implement and evaluate the Foundation's business equity strategies to foster strong and resilient local economies, innovation, entrepreneurship and business growth — with a particular focus on women and people of color.

### [Maintenance Team Lead](#)

#### **Rose Kennedy Greenway Conservancy**

The MTL assumes a leadership role in the efficient, sustainable and safe maintenance of all hardscape elements and support systems on The Greenway.

### [Director, Portfolio Management](#)

#### **Keller Augusta (Recruiter)**

Oversee a nationwide portfolio of assets to maximize performance and value. Collaborate with key members of the organization on the execution and implementation of long-range asset and portfolio management strategies.

### [Construction Manager - residential developer](#)

#### **Keller Augusta (Recruiter)**

Leading multifamily real estate development company serving Massachusetts, Rhode Island, Connecticut and New York. Construction Manager will lead day to day execution of one of the company's largest and most complex projects.

### [Vice President of Development](#)

#### **Keller Augusta (Recruiter)**

Strategic and operational leader responsible for development activities in the Boston and New York metro areas, with oversight for sourcing joint venture opportunities, executing densification projects and general oversight.

### [Senior Vice President, Asset Management](#)

#### **Keller Augusta (Recruiter)**

Oversee financial performance and asset management needs of HICW assets of the firm. Entrepreneurial mindset and experience executing complicated entitlements, developing projects, and managing leasing and operations.

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**About this list:**

The [Builders of Color Coalition](#) promotes commercial real estate employment opportunities via our biweekly jobs newsletter (700+ recipients), LinkedIn network, and Facebook page. Jobs can be posted for a fee at [buildersofcolor.com/post-a-job](https://buildersofcolor.com/post-a-job). Explore [BCC Sponsorship](#) for more information on job posting distribution packages and other benefits.