



POSITION TITLE: *Chief Operating Officer of Production and Development (COO)*
SUPERVISOR: *Chief Executive Officer*
STATUS: *EXEMPT*

About Us

Founded in 1974, cdcb | come dream. come build provides safe, sanitary affordable housing to the citizens of South Texas, and is one of the largest non-profit producers of single-family housing for homeownership in Texas. cdcb is a multifaceted affordable housing organization devoted to utilizing collaborative partnerships to create sustainable communities across South Texas through quality education, model financing, efficient home design, and superior construction.

Our dedicated team members work to improve the lives of low to moderate families and individuals to grow wealth and improve families educational, housing, and financial security. We offer industry competitive compensation, excellent benefits with a five-decade old firm. cdcb is an inclusive and exciting work environment. We are looking for a knowledgeable and self-motivated individual to join our team.

Summary

The Chief Operating Officer of Production and Development (COO) will lead the operational and strategic efforts of the organization's affordable housing and lending production initiatives. This role is responsible for overseeing all real estate development, mortgage lending, small dollar loan production and a cutting-edge volumetric modular housing construction program known as DreamBuild. As a key member of the executive team, the COO will ensure operational excellence, foster innovation in housing and lending production, and drive the organization's mission to provide quality, affordable housing, and lending products through impactful, scalable programs.

In overseeing the Production and Development Division, specific departments include Real Estate Development, Homeownership (Mortgage Lending), DreamBuild, and the Rio Grande Valley Multibank.

Duties and Responsibilities

1. Lead Production and Development Division and corresponding departments
 - Oversee all phases of real estate development, from site acquisition, financing and planning through construction and final occupancy, ensuring projects are fully funded and completed on time and within budget.

www.cdcb.org

info@cdcb.org

(956) 541-4955

901 East Levee Street

Brownsville, Tx 78520





- Provide executive oversight of all lending products including mortgage lending and Community Loan Center , guiding strategy to meet lending goals, expand access to affordable homeownership, expand access to the CLC product and maintain lending compliance with the federal, state and local regulators.
- Lead the strategic vision and execution of DreamBuild, the organization's volumetric modular housing program, positioning it as a scalable solution for affordable housing with an eye towards eliminating waste, reducing unnecessary activity, and simplifying processes.
- Provide executive leadership with the CEO at the Rio Grande Valley Multibank and the Community Loan Center to increase production across the country and the RGV.

2. Strategic Leadership and Organizational Development

- Collaborate with the CEO and executive team to establish strategic priorities aligned to broader organizational objectives for production-oriented lines of business.
- Oversee all aspects of DreamBuild and modular production, including design, manufacturing, quality control, and distribution, to achieve operational efficiency and maintain quality standards. building capabilities, bringing together different experts in a more efficient and effective way, and ensuring a high-quality product.
- Foster a culture of innovation, identifying process improvements and technology solutions that accelerate production timelines and reduce costs. Creating organizational teamwork to identify opportunities for operational improvements.
- Drive partnerships including architects, general contractors, engineers, construction managers and other consultants to ensure adherence to project budget and schedule, cost containment and quality control. Resolve related problems and concerns.

3. Project Oversight and Innovation, Quality Control, and Compliance

- Collaborate closely with the Chief Financial Officer (CFO) to manage mortgage loan portfolios, assess financial performance, and enhance risk management practices.
- Support the development of innovative mortgage lending products that align with the financial needs of low- to moderate-income families, in partnership with the financial counseling program.
- Strategizes and participates with CEO & CFO in the negotiation, coordination and preparation of various development-related contracts, obtaining legal reviews as needed to minimize risk to the Organization and to secure project financing.
- Manages the research and securing of housing funding and maintains familiarity with threshold and screening criteria of key sources; With staff prepare and submit funding applications to secure funding to support predevelopment, construction, and permanent phases for development.

www.cdcb.org

info@cdcb.org

(956) 541-4955

901 East Levee Street

Brownsville, Tx 78520





- Ensure compliance with all regulatory and funding requirements, including zoning, permitting, and environmental standards, to support sustainable development.
4. Cross-Departmental Collaboration
 - Collaborate with the Chief Programs Officer to align products with customer needs and preference across every line of business with an eye to providing choice and innovation in every selection.
 - Work closely with the Chief Strategy Officer to ensure aligned messaging in the marketing and promotion of Homeownership, DreamBuild, and other services while also communicating regulatory challenges in need of advocacy.
 - Establish a strong partnership with the policy and advocacy team to address regulatory challenges and advocate for supportive policies around modular housing and affordable homeownership.
 5. Team Development and Performance Management
 - Build, mentor, and lead high-performing teams across real estate development, lending, RGVMB and DreamBuild operations, fostering a culture of excellence, accountability, and collaboration.
 - Establish performance metrics for each area of oversight and regularly evaluate outcomes to drive continuous improvement.
 - Implement professional development programs to enhance team capabilities and support career growth within the organization.
 6. Financial and Resource Management
 - Oversee budgeting, resource allocation, and financial management across all departments to ensure efficient use of funds and alignment with organizational goals.
 - Identify and pursue funding opportunities, partnerships, and revenue streams to support the organization's growth and the sustainability of DreamBuild.
 - Work closely with the CFO to analyze financial performance, manage risk, and ensure fiscal health across all development, lending, and construction initiatives.

Required Qualifications, Skills and Experience

- Education: Bachelor's degree required; Master's degree in Business Administration, Real Estate Development, Urban Planning, or a related field strongly preferred.
- Experience: Minimum of 10 years of experience in real estate development, construction, or mortgage lending, with at least 5 years in a senior leadership role.
- Proven Expertise in affordable housing development, mortgage lending, and/or modular construction, with a record of accomplishment of successful project management and operational oversight.

www.cdcb.org

info@cdcb.org

(956) 541-4955

901 East Levee Street

Brownsville, Tx 78520





- **Leadership Skills:** Demonstrated ability to lead and motivate cross-functional teams, driving accountability, collaboration, and performance.
- **Innovative Mindset:** Ability to identify and implement process improvements, new technologies, and creative solutions in modular construction and housing production.
- **Financial Acumen:** Strong understanding of financial management, budgeting, and risk assessment, especially within real estate and lending operations.

Key Competencies

- **Mission-Driven:** Passion for affordable housing and a deep commitment to the organization's mission to improve access to quality, affordable homes.
- **Strategic Vision:** Forward-thinking with the ability to develop and execute a vision for scalable, impactful housing solutions.
- **Client-Centric:** Prioritizes client needs in all operational decisions, ensuring programs and services enhance community well-being.
- **Results-Oriented:** Demonstrated success in achieving measurable outcomes, with a focus on continuous improvement and accountability.

Supervisory Responsibilities

- This position supervises all departments and its Directors/Managers.

Compensation and Benefits

- Salary – Based on Experience and Qualifications
- Bonus – Based on production goals met
- 100% of premium for health, vision and dental benefits paid by cdcb.
- Life Insurance
- 401K retirement plan (no match required)
- 16 paid holidays
- Vacation Days - Based on Length of Service
- Personal Days - Based on Length of Service

To apply submit resume and cover letter detailing qualifications and interest in the role to Chantal Escalera (cescalera@cdcb.org) and CC Daniel Elkin (delkin@cdcb.org).

The Community Development Corporation of Brownsville (dba: cdcb | come dream. Come build.) is an Equal Opportunity Employer. We encourage applications from candidates with diverse backgrounds and experiences.

www.cdcb.org

info@cdcb.org

(956) 541-4955

901 East Levee Street

Brownsville, Tx 78520

