



REAL ESTATE PROJECT MANAGER

Job Description

The Real Estate Project Manager's primary duty is to manage specific and diverse real estate projects, from inception through completion. The Project Manager will be a member of CSNDC's Real Estate Development team, which includes a Director, plus real estate and construction project managers who work on affordable housing development and commercial real estate development. The Project Manager will be supervised by the Director of Real Estate Development, and may, in turn, be called upon to advise other Real Estate staff.

Responsibilities

The Project Manager will serve as CSNDC's lead real estate development person for two to three substantial projects (TDC from \$5 million - \$20 million+). In addition, s/he will be called upon as needed for specific tasks related to understanding residential market trends in our neighborhood, strategies for marketing and sale of homeownership projects, commercial development opportunities, and exploration and development of new pipeline projects.

The primary task of the Project Manager will be to support the management of large affordable housing projects. These projects are in various stages of predevelopment and construction, with several in the conceptual design phase. The Project Manager will specifically provide day-to-day management for active projects, as well as planning and development of the conceptual projects. Some tasks will be a self-contained assignment under the Project Manager's charge. Specific responsibilities include, but are not limited to:

- Provide direct day-to-day project management services from project planning and financial structuring through construction completion and closeout, on two or more real estate development projects. These may be homeownership, rental, commercial or mixed-use.
- Undertake/develop feasibility analysis for new projects, including but not limited to site identification, due diligence, acquisition strategies and creation of development and operating pro formas.
- Coordination of property acquisition process and location of development funds.
- Package financing, including negotiations with lenders and funders, preparation of loan and grant packages. Work with attorneys on loan and acquisition closings, including the review and negotiation of loan documents and purchase and sale agreements.
- In consultation with other professional team members, manage construction, including analysis of change orders and preparation of requisitions.

- Monitoring of projects to ensure that they are proceeding on time and within budget.
- Transition project properties to asset management or through warranty period, as appropriate. With designated broker, City of Boston, and/or designated management company, market properties to potential tenants or buyers.
- Negotiate contracts with and coordinate the work of project architects, contractors, lawyers and consultants.
- Coordinate community planning and community organizing activities with our partners and with CSNDC's Community Organizing staff.
- Represent CSNDC to relevant boards, committees, and neighborhood groups related to our development activities.
- Working with the Director of Real Estate, specific Project Managers, the City of Boston and relevant funders, take the lead role in developing, managing and implementing strategies, standards and procedures for all home-sales to first time low/moderate income homebuyers.
- Take a lead role in identifying and attracting commercial tenants to NDC commercial properties; work closely with commercial broker(s), neighborhood merchants, and local community groups.
- Assume other related duties, as assigned.

Skills and Experience

- Bachelors or Masters degree in related field, with a minimum of 3 years' experience in real estate development, community based urban planning, or closely related fields
- Thorough understanding of real estate development, including overall deal structuring, finance, design, and construction management
- Demonstrated ability to lead a complex partnership of public, nonprofit and private developers and community leaders
- Experience with larger scale mixed-use, mixed-income development projects and public land disposition preferred
- Strong critical thinking skills and negotiating skills
- Strong computer software skills in Excel/spreadsheets and word processing, in particular
- Familiarity with public, private and quasi-public financing programs for affordable housing and commercial space
- Demonstrated project management experience
- Familiarity with public, private and quasi-public financing programs for affordable housing and commercial space
- Excellent verbal, written, and organizational skills
- Ability to work collaboratively with a wide range of people in a variety of settings
- Commitment to CSNDC's mission and philosophy of community empowerment
- Bilingual Spanish/English or Haitian Creole/English a plus

The Selection Process

Please send cover letter and resume, before April 12, 2019, to: Marcia Thornhill, Chief Operating Officer at CSNDC, 587 Washington St., Dorchester MA 02124, or email: marcia@csndc.com .

Applications will be reviewed and acknowledged as they are received.

Codman Square Neighborhood Development Corporation is an equal opportunity employer. Local residents, people of color and women are encouraged to apply.