

Senior Real Estate Development Project Manager

Metro West Collaborative Development

August 2019

Metro West Collaborative Development is a non-profit community development corporation serving 23 communities in the Metro West area. The Senior Real Estate Development Project Manager is part of a real estate development team and reports to the Deputy Director. Metro West CD currently has two projects in construction, two awaiting LIHTC allocations, and several in pre-development/design and site control negotiations. This is a 40 hour/week position.

The following are the primary tasks for this position:

Real Estate Development

- Assist in managing overall timeline of the two sites awaiting LIHTC allocations (Glen Brook Way Phase I and Glen Brook Way Phase II)
- Work with housing advocates within each Metro West CD community, identify potential real estate development opportunities and conduct initial feasibility analysis for each.
- Utilize consultant support where appropriate, to assist in the feasibility analysis, which may include financial, legal, architectural or engineering.
- Assist in community organizing and neighborhood involvement in site design / planning
- Draft letters of interest, offers to purchase, or other documents as necessary to obtain site control.
- Complete applications for public and private financing and maintain positive relationships with potential partners
- Draft comprehensive permit applications and support the team in presentations to municipal officials
- Assist in all real estate closing preparations

Construction Management

- Participate in construction team meetings
- Represent Metro West CD in engagements with abutters and/or tenants of the site
- Review requisitions and participate in budget analysis throughout construction period
- Submit reports to funders as necessary

Administrative and Organizational

- Supervise consultants and interns as necessary
- Submit time sheets, work plans and monthly staff reports on a timely basis
- Assist in organization-wide fundraising and marketing activities and events as necessary
- Other duties assigned by the Deputy Director

Our Ideal Candidate

Our ideal candidate will be passionate about affordable housing in smaller and suburban communities, and interested in growing with a regional scale nonprofit. S/he will be a hands-on team player who brings experience in community development, real estate, non-profit management or community organizing. We seek an enthusiastic and creative problem solver, who demonstrates entrepreneurial skills and the potential to lead.

Desired Skills and Qualifications

- B.A. in planning, real estate, or a related field.
- Experience working in community development or housing in a nonprofit, public agency or private development company.
- Comfort presenting projects and speaking in public forums and community meetings.
- Knowledge of affordable housing and community development finance in Massachusetts preferred.
- Ability to work independently as well as collaboratively.
- Strong verbal and written communication skills.
- Excellent organizational and time management skills.
- Non English language skills a plus.

The Selection Process

Please submit a cover letter, detailing your salary requirements and your particular qualifications for this position, along with a resume to: Jennifer Van Campen, Executive Director at jvc@metrowestcd.org

Metro West CD will consider applicants who seek full time or 3/4-time employment. Please indicate your preference in your cover letter. We seek to fill this position soon. Interviews will be conducted as resumes are received.

Metro West CD is an Equal Opportunity and Affirmative Action Employer. We encourage applications from candidates from diverse backgrounds and cultures.