



POSITION ANNOUNCEMENT: Senior Project Manager

REPORTS TO: Executive Director

POSITION SUMMARY:

We are B'nai B'rith Housing (BBH) a regional nonprofit housing developer whose mission is to ease the housing crisis in the Greater Boston area. Affordable housing is about strengthening neighborhoods, creating thriving cities, and giving every individual the opportunity to share in our area's economic prosperity.

We are producers of quality housing that create homes for people otherwise left behind by the current market. **We provide housing for all regardless of religion or background** and are proud to say that more than a dozen ethnicities and immigrant communities are represented in the communities that we have created. **We are activists** and provide a **platform** for young advocates and up-and-coming leaders in the real estate industry to get involved in finding solutions to the housing crisis. **We are entrepreneurs** who harness expertise and resources from local, state, regional and national agencies, financial institutions, the real estate industry, and the affordable housing community. **We are coalition builders** who know that successful developments are built when parties are unified around a shared vision and craft housing solutions that meet community need. **Understanding and enhancing the life of local residents is our goal.** We focus on quality and integrity in our buildings and in our relationships with the communities in which we work. We are incredibly proud of our stellar reputation.

The **SENIOR PROJECT MANAGER** is a critical position for B'nai B'rith Housing and will support the organization's goals by managing all real estate development activities such as permitting, planning, and construction from beginning to end. In this role, the manager will collaborate with others working on real estate acquisition and development finance.

MAJOR RESPONSIBILITIES/ACTIVITIES:

Permitting and Construction (70%)

This position requires proven experience in real estate development including project management, permitting, finance, design and construction and conducting all property due diligence (i.e. analyzing underlying zoning for all ventures). Superior attention to detail and organizational skills are a 'must' as you'll be responsible for managing several projects and multiple priorities. You should also feel

comfortable representing BBH and forming relationships with members of the public and government officials in all matters related to prospective sites.

As the Senior Project Manager, you will be responsible for hiring, managing, and coordinating project team members including project architects, engineers, development consultants, attorneys, and other professional staff. Coordination duties will include managing deadlines, overseeing all aspects of development planning, predevelopment activities and construction planning.

30%: Acquisition and Finance

This position will work closely with other project management staff to ensure project financial feasibility and securing all resources for development activities. Tasks would include preparing funding applications for predevelopment, construction, and permanent financing from private and government lenders and investors. The project management staff, as a team, will be responsible to oversee, negotiate and coordinate all project finance closings.

In addition, the project management staff will research and identify potential sites for acquisition and analyze all new pipeline opportunities.

ESSENTIAL REQUIREMENTS:

- Master's Degree in relevant field such as planning, architecture, finance, or community development (or work experience equivalent) is preferred.
- Minimum 2-3 years of proven work experience in real estate development including project management, permitting, finance design and/or construction.
- Experience in meeting with local officials and with constituencies from diverse backgrounds.
- Experience in contract administration.
- Experience with pro forma financial analysis (cash flow, rental vs. condominium scenario modeling, development pro-forma) using Microsoft Excel
- Highly organized and proficient at preparing written documentation and spreadsheets.
- Ability to work independently, manage multiple priorities and solve problems expeditiously.
- Excellent computer skills including spreadsheet analysis, database management, and word processing.
- Ability to work in a team and to contribute actively and appropriately.
- Knowledge of multifamily residential housing development.
- Experience with the permitting of and regulatory requirements of public financing for affordable housing, including low-income housing tax credits and HUD financing programs.
- Familiarity with Massachusetts affordable housing policies and programs a plus.
- Excellent employment references.
- A valid driver's license and have access to an automobile for work related meetings.
- This position requires some weekend and evening hours.
- Demonstrated ability to provide excellent customer service and apply sound judgment, when dealing with donors and volunteers, committees, vendors, clients, and colleagues.
- A great sense of humor and loves being part of a small team.
- Commitment to our mission and our values of Equity, Integrity, Community, Action, and Transformation.

OUR HIRING PROCESS & TIMELINE

- Send your resume with a cover letter describing how your education and experience have prepared you for this position at BBH. Applications without cover letters will not be reviewed. Send materials to: info@bbhousing.org
- We will review applications on a rolling basis until the position is filled.

COMPENSATION AND BENEFITS

- Full-time, exempt position. We believe in work-life balance, and are committed to keeping the workload in alignment with the true hours worked.
- 21 days of PTO, 10 paid holidays, and a flexible, family-friendly schedule
- This position does require occasional evenings and weekends.
- Competitive benefit package.
- B'nai B'rith Housing does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.
- Salary: Commensurate with experience

This is an exciting time for growth at BBH – we need your energy and enthusiasm. If you are looking for a job that you can be excited about and want to work for a place that is creating real, positive change here in Massachusetts, apply today!