



JOB DESCRIPTION

REAL ESTATE PROJECT MANAGER- CROSS PORTFOLIO

Overview:

Founded in 1977, the Jamaica Plain Neighborhood Development Corporation (JPNDC) promotes **equitable development and equal opportunity** in Jamaica Plain and adjacent neighborhoods through **affordable housing, organizing, and economic opportunity** initiatives that improve the lives of low- and moderate-income people and create a better community for all.

In service of its mission, JPNDC has developed a strong track record in community-based real estate development, economic development programming and community organizing, all targeted to providing affordable homes, economic opportunity, leadership development and community engagement. JPNDC, which currently employs 30 staff and has a budget of \$5 million, is guided by a program committee structure and is overseen by a 16-member volunteer board of directors.

To date JPNDC has completed development of 22 projects that include 670 homes, as well as creation of 250,000 SF of commercial space. The portfolio serves a range of people including first-time homebuyers, families, elderly and disabled and formerly homeless, in addition to over 50 businesses, many of which are independent, local or minority-owned. JPNDC currently has 670 units under management in 16 residential developments managed by two third-party property managers, a pipeline of development of five projects including 500 homes and committed resources to identify future development opportunities.

JPNDC's real estate activities notably include large-scale redevelopment and planning through cutting edge, innovative public/private partnerships. These activities include the recent acquisition of an existing portfolio of 21 buildings containing 201 residences in Roxbury and Dorchester which are undergoing a significant renovation, new site acquisitions, and the initial phase of redevelopment at Mildred Hailey Apartments.

Responsibilities:

Under the supervision of the Director of Real Estate, the Project Manager will oversee critical path tasks across the Real Estate portfolio as follows:

- Manage key aspects of the relocation, rehab and credit delivery of the team's 201 unit scattered-sites development
- Participate in owner construction meetings and track the construction progress of roughly 200 units of occupied rehab units
- Manage the design, permitting and construction of a new community recreation space

- Manage design development, permitting, construction and staff relocation for the Organization's planned office renovation.
- Support the new-construction of four two-family Homeownership units through completion of buyer-qualification and sales
- Develop feasibility analysis for recapitalization of both commercial and residential assets
- Assemble requisitions, grant applications and other financing packages
- Solicit contracts, negotiate and oversee third-party consultant services
- Support Organizing Team in their community engagement work
- Other duties as assigned.

Qualifications:

- Minimum 3-5 years' experience in real estate development or related field.
- Thorough knowledge of the affordable housing real estate development process, including overall deal structuring, finance, design, permitting and construction.
- Experience with resident engagement in community planning and the development process
- Prior experience working on Low Income Housing Tax Credit projects
- Prior experience with Homeownership and affordable housing income certifications
- Familiarity with public, private and quasi-public financing programs.
- Strong critical thinking skills and ability to make abstract concepts concrete
- Excellent verbal, written, and organizational skills.
- Demonstrated project management experience.
- Commitment to JPNDC's mission and community empowerment philosophy.
- Ability to work independently and in a team within the agency and with collaborating organizations.
- Bilingual Spanish/English a plus.

Employment Terms: This is a full-time, salaried position with full benefit package.
Salary negotiable depending on experience

Email cover letter and resume to: tellis@jpndc.org

No phone calls please. Position open until filled.

JPNDC is an Affirmative Action/Equal Opportunity Employer