



JOB DESCRIPTION

SENIOR REAL ESTATE PROJECT MANAGER

The Jamaica Plain Neighborhood Development Corporation (JPNDC) is a 44-year-old community development corporation with the mission of transforming lives and amplifying the voices of Boston residents who have been excluded from prosperity by an inequitable economic system. We develop affordable housing that allows people to thrive, provide services that help people build on their strengths for economic mobility and stabilization, and organize people to pursue the changes they desire.

To date JPNDC has completed development of 23 projects that include over 800 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 700 units under management in 18 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 Jackson Square Redevelopment Initiative, the initial phase of redevelopment at Mildred Hailey Apartments. These initiatives will result in the new construction or rehabilitation of nearly 1,500 homes, in addition to new commercial space, community facilities and significant infrastructure improvements.

Responsibilities:

- Oversee project management for a variety of real estate development projects, including residential and mixed use projects.
- Creation of development and operating pro formas for a variety of rental and homeownership projects.

- Responsible for assembling financing and closing on funding for real estate projects
- Responsible for coordination of design team for real estate projects.
- Represent the JPNDC in neighborhood meetings and hearings of a wide variety of volunteer and municipal boards and committees (including but not limited to neighborhood associations, JP Neighborhood Council, BPDA, Boston Landmarks Commission, etc.)
- Responsible for coordination, funding and implementation of various infrastructure projects as needed to support JPDNC real estate projects and mission.
- Coordinate and participate in development partnerships with for-profit and non-profit developers.
- Oversee project budgets, construction process and schedules, and funding requisitions
- Oversee project marketing and lease up
- Maintain investor and lender relationships
- Provide project management oversight on additional real estate development projects from project planning through construction completion and closeout as needed
- Assist Real Estate Director in providing staffing support to partnership entities, as well as other relevant boards and committees.
- Other duties as assigned.

Qualifications:

- Minimum 5-7 years' experience in real estate development or related field.
- Thorough knowledge of real estate development process, including overall deal structuring, finance, design, and construction.
- Prior experience working on Low Income Housing Tax Credit projects
- Experience with mixed-use development projects.
- Familiarity with developing public infrastructure and amenities a plus.
- 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: jobs@jpndc.org / rmautner@jpndc.org

No phone calls please. Position open until filled.

JPNDC is an Affirmative Action/Equal Opportunity Employer