

CHELSEA NEIGHBORHOOD DEVELOPERS
Real Estate Development Positions
Project Manager
Junior Project Manager

Chelsea Neighborhood Housing Services, Inc. is seeking a Project Manager and a Junior Project Manager to join an expanding Real Estate development team. Since our founding in 1979, CHND has focused on affordable housing, both rental and homeownership at a range of project sizes as well as mission-related commercial development. Chelsea is a development-friendly community that provides a rare mix of opportunities for smart growth development, innovative neighborhood revitalization and redevelopment projects, unique partnerships with both for-profit developers and community institutions and professional growth. In the past three years CHND has undertaken \$54 million of development in seven projects including:

- Spencer Ave Apartments: new 48 unit tax credit project on site of former Armory.
- Janus Highland Apartments: new 41 unit tax credit project in Chelsea's Box District
- Box Works Homes: new 26 mixed income family condos
- Renovation of 22,000 sf retail and office facility, including fit-out of new home for CHND.
- Substantial rehab of a 9,000 sf facility for a domestic violence agency to produce offices, a 12-bed shelter and two transitional units
- Small office conversion to 5 affordable units
- Portfolio restructuring and capital improvements using tax exempt bonds and tax credits

The agency's pipeline is similarly active and varied including a Distressed Housing Initiative involving the acquisition and redevelopment of foreclosed properties as scattered-site rental project; homeownership; and demolition for redevelopment; the relocation of a manufacturing business and redevelopment of its current site as neighborhood park, rental housing and ownership housing, and the potential development of a non-profit agency center.

The **Project Manager** will be responsible for all phases of the development process, including engaging appropriate professionals at early feasibility stage, financial, design and legal analysis assembling financing, obtaining permits and approvals, managing budget and schedule. The successful candidate will have a Bachelor's degree and 3+ year's experience in real estate project management, design, finance, planning or construction management; strong analytic and organizational skills, initiative and persistence. Bilingual/bicultural highly desirable.

The **Junior Project Manager** will assist the Real Estate Development staff, including assisting with planning, implementation and monitoring of all phases of the development process. Responsibilities include researching properties, assisting with site due diligence, assembling funding application, tracking projects, managing requisitions and contract compliance, assisting with loan closings and overseeing construction. The successful candidate will have a Bachelor's degree, strong organizational and analytic skills, initiative and persistence. Bilingual/ bicultural highly desirable; experience in real estate development, planning, construction or architecture highly desirable.

To Apply/More information

CND is an Equal Opportunity and Affirmative Action Employer. Submit cover letter and resume to:

Human Relations Manager
Chelsea Neighborhood Developers
4 Gerrish Avenue
Chelsea, MA 02150

Or email to personnel@ChelseaND.org. Please specify the job title in the subject line.