

STAFF POSITION: SENIOR PROJECT MANAGER

B'nai B'rith Housing New England (BBHNE) is seeking an experienced Senior Project Manager to plan, develop and manage residential real estate projects. Responsibilities include preparing complex project budgets, assembling project funding, conducting negotiations, managing consultants, managing construction, and overseeing project marketing.

BBHNE is a highly productive, emerging non profit organization whose mission is to produce non-sectarian housing, both affordable and mixed income, and to ease the housing crisis, particularly in the communities of Greater Boston. Its work is regional in scope—as it operates in both urban and suburban contexts. Currently it has two real estate initiatives underway-- completing construction of a 57-unit, mixed-income condominium development located in Chestnut Hill, Newton and the planning for a senior rental housing project (50+ units) being proposed in Stoughton.

Primary Responsibilities:

· Coordinate planning and development of real estate projects and analyze pipeline opportunities. · Hire, manage and coordinate work of project architects, engineers, development consultants, attorneys, and other professional staff. · Coordinate design work including community planning, permitting, zoning, bidding, and contractor selection. · Develop and manage project budgets and prepare funding applications for predevelopment, construction and permanent financing. Oversee, negotiate and coordinate project finance closings. · Provide project management services during the construction phase, including preparing requisitions · Oversee marketing and occupancy of completed projects · Assure timely close-out of projects · Identify and research potential sites for acquisition, and assist with securing site control · Provide staffing support to relevant boards and committees · Supervise consultants · Other duties as assigned.

Qualifications:

- Demonstrated experience in real estate development, including finance, design and construction.
- Knowledge and experience in financial pro-forma analysis.
- Highly organized and proficient at preparing documentation and spreadsheets.
- Goal-oriented and ability to prioritize/manage multiple tasks and projects.
- Excellent computer skills including spreadsheet analysis, database management, and word processing.
- Ability to work in a team.
- Bachelor's degree and Master's degree, preferred.
- At least 3-5 years experience in real estate development and housing production.

**Senior Project Manager
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Supervisor: Executive Director

Salary: Commensurate with experience.

Send resume and cover letter to the following: Susan Gittelman, Executive Director, B'nai B'rith Housing New England, 34 Washington Street, Brighton, MA 02135. Materials may also be sent by email to the following address: info@bbhousing.org.

BBHNE is committed to nondiscrimination and equal opportunity in employment.