

JOB DESCRIPTION

Title: Real Estate Associate Project Manager

Supervised by: Director of Real Estate

Description: Full-time, salaried position with benefits

Location: Hybrid remote and Boston Office

Anticipated start date: Nov-Dec 2025

About the organization: Asian Community Development Corporation (ACDC) invests in Asian American and low-income communities by creating and preserving affordable and vibrant neighborhoods in Chinatown and Greater Boston.

Roles and Responsibilities:

Asian Community Development Corporation (www.asiancdc.org) seeks a Real Estate Associate Project Manager to join its growing Real Estate team. The successful candidate will play a key role in the organization's housing development work in ACDC's primary geographies of Boston Chinatown, Malden, and Quincy.

Candidates should have many of the following skills and experience:

- A minimum of one to two years of experience in the field of housing and community development;
- A bachelor's degree in a related field such as real estate development, urban studies, economics, or public policy preferred. Additional work experience can be substituted for degree;
- Excellent grasp of real estate development financing, including public and private funding sources, preferably in Massachusetts;
- Strong financial and analytical skills;
- Advanced skills in Microsoft Excel;
- Experience with housing transactions using tax credits and public and private financing and transaction structuring;
- Experience in managing multiple projects at once and meeting multiple deadlines;
- Passion for affordable housing development and community development;
- Experience presenting to audiences that are racially, ethnically, and socioeconomically diverse.
- Proficiency in an Asian language a plus.

Benefits

- Medical/Dental/Vision insurance and flexible spending account
- Time off: 3 weeks of paid vacation, 13 paid holidays plus the week between Christmas and New Year's, 6 paid sick days, and 2 paid personal days per year
- 3% Employer contribution with 1% additional match in 401k for eligible employees
- Optional 4-day, 40 hour work week.

Salary Range: \$60,000-85,000

Note: Starting salaries are ultimately determined by the scope of the position and the candidate's relevant experience and education.

ACDC's Commitment to Diversity, Equity, Inclusion, and Belonging

We are actively interested in ensuring that ACDC represents a range of experiences and backgrounds. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, age, gender identity, sexual orientation, disability status, or any other characteristic protected by applicable law. AA/ EOE

Work Environment

ACDC requires all staff to be fully vaccinated for COVID-19. Masks are optional in the office. This position requires three days in the Boston Chinatown office until further notice. The office is climate-controlled with heat and air conditioning and has operable windows. Occasional evening or weekend work may be required. Option provided to work some days in ACDC's Downtown Malden office instead of Chinatown.

To apply, please e-mail your resume and cover letter to:

Muge Undemir, Director of Real Estate at muge.undemir@asiancdc.org with the subject line:
"Real Estate Associate Project Manager Resume - [NAME]"