

## POSITION ANNOUNCEMENT

### **AFFORDABLE HOUSING PROJECT MANAGER**

The Community Economic Development Assistance Corporation (CEDAC) seeks an Affordable Housing Project Manager to join our housing team. CEDAC is an Affirmative Action/Equal Opportunity Employer and encourages applications from candidates from diverse personal, cultural, and ethnic backgrounds. CEDAC will provide job-specific training as well as professional development opportunities.

CEDAC is a publicly-created community development finance institution (CDFI) that serves as a vital financial and technical assistance resource to nonprofit organizations engaged in effective community development in Massachusetts. We provide financial resources and technical expertise for community-based and other nonprofit organizations building thriving communities. We work closely with state and local partners to assist affordable and supportive housing production and preservation programs.

CEDAC provides predevelopment and acquisition loans and technical assistance to nonprofit community-based organizations involved in affordable housing development and preservation across Massachusetts. In addition, CEDAC staff performs the underwriting activities for supportive housing loan and grant programs for the Massachusetts Department of Housing and Community Development (DHCD), the Massachusetts Rehabilitation Commission (MRC), Department of Mental Health, and Department of Developmental Services.

#### **RESPONSIBILITIES:**

The Affordable Housing Project Manager is responsible for reviewing, evaluating, and underwriting requests for loans from CEDAC's non-profit borrowers; providing technical advice and guidance to borrowers through the real estate development and financing process, under the supervision of, and in consultation with senior management; managing the approval and disbursement processes for loans to clients; and securing resources to assure the successful completion of projects CEDAC assists.

#### **QUALIFICATIONS:**

##### **Work Experience**

- Minimum 5 years of experience in real estate development or lending, with experience in affordable housing project management at a community-based organization preferred. Relevant Master's degree may be substituted for two years of experience.

##### **Education/Training**

- Bachelor's degree in related field required. Relevant work experience may be substituted for degree.

## Skills

- Basic understanding of public and private real estate subsidy and financing programs for affordable and supportive housing, preferably in Massachusetts.
- Familiarity with legal, financial, design and construction, marketing, leasing, and sales aspects of development.
- Ability to work as a member of a highly motivated team is very important, as is a commitment to non-profit development.
- Excellent written and verbal communication skills required.
- Excellent organizational skills
- Ability to work with financial information and a good numbers aptitude

## Other

- Ability to work a hybrid schedule. CEDAC's offices are located at 18 Tremont Street in Boston. Employees are required to work a minimum of one to two days a week in the office and may work the remaining three days a week from home. CEDAC provides computer and related equipment and supplies for working remotely from home.

## COMPENSATION

Full-time starting salary range: \$70,000 -- \$90,000, commensurate with experience and education.

In addition to a competitive salary, this position offers an impressive benefits package that includes:

- Health, dental, life, and disability insurance (please note that at the current time, **CEDAC pays the entire medical and dental insurance HMO premium for employees and their qualified dependents**).
- Section 125 flexible spending account for medical and dependent care.
- 403(b) deferred compensation plan, vesting immediately.
- Three weeks of paid vacation to start.
- Thirteen paid holidays.
- Three personal days.
- Twelve sick days.
- Flexible work schedule, if needed, due to COVID-19 pandemic.

Please send a **resume and cover letter** (telling us why you are interested in this position). We will review applications as we receive them. This job posting will remain open until the position is filled. Please send your application to:

careers@cedac.org (we prefer emailed submissions) or mail to:  
Community Economic Development Assistance Corporation  
18 Tremont Street, Suite 500  
Boston, MA 02108  
Attention: Affordable Housing Project Manager Search