

JOB DESCRIPTION: CEDAC

JOB TITLE:	Supportive Housing Project Manager
DEPARTMENT:	Housing
SUPERVISOR:	Director of Supportive Housing
POSITION STATUS:	Full Time, Exempt
START DATE:	To be determined

OVERVIEW:

Under the supervision of the Director of Supportive Housing, the Supportive Housing Project Manager will underwrite projects seeking grant or subordinate loan programs which support service-enriched housing developed primarily by non-profits, for which CEDAC acts as agent for the Department of Housing and Community Development (DHCD). These programs include the Community-Based Housing Program (CBH), the Facilities Consolidation Fund (FCF), and the Housing Innovations Fund (HIF), funding through the American Rescue Plan Act (ARPA), and the Affordable Accessible Housing Grant (AAHG) program.

RESPONSIBILITIES:

- Review applications for permanent loans to developers to provide various forms of service-enriched housing, both on a rolling basis and as part of DHCD's competitive funding rounds. Projects include group homes for persons with chronic disabilities; small supportive housing projects that offer affordable rental units and supportive services to populations including seniors, veterans, people who have experienced homeless, and others; and Low Income Housing Tax Credit (LIHTC) projects with some units set aside as supportive housing.
 - Conduct site visits as necessary to evaluate appropriateness of site, and review architectural plans as needed to evaluate proposed site and building design. Collaborate with appropriate public agencies and consultants, to evaluate the proposed physical design to ensure it is appropriate for the proposed residents.
 - Evaluate service plans to ensure the appropriateness of supportive services and credentials of proposed service provider.
 - Review proposed operating and capital budgets for projects to assess adequacy and compliance with the guidelines of the relevant financing program(s).
 - Review the qualifications of proposed developers and their development teams, to ensure that they can implement the project in a timely and efficient manner.

- Prepare written review of applications with recommendations for commitments of funds by DHCD.
- Review all loan documents necessary to effect the loan closing.
- Review construction requisitions and lender advisor reports as needed.
- Provide technical assistance to developers with regard to all aspects of project development, supportive services, and DPL programs managed by CEDAC.
- Review requests for subordinations, refinancings, work-outs, etc. in accordance with asset management practices.
- Participate in weekly lending team meetings with other CEDAC housing and administrative team members.
- Participate in regular meetings with team members at partner state agencies, to report on status of projects, establish lending policy and practice, manage loan requests, and other issues that may arise.
- As appropriate, participate in professional development activities including local forums, trainings, and statewide conferences.
- Provide support to Director of Supportive Housing, as needed, to facilitate review of applications for permanent financing; administration of loan programs.
- Perform other duties as required.

REQUIRED QUALIFICATIONS:

Work Experience

- Minimum three (3) years experience in real estate development, lending, or relevant field (relevant Master's degree may be substituted for two (2) years of experience)

Education/Training

- Bachelor's degree in related field (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 evaluate project budgets and working knowledge of MS Excel

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 to four days a week from home. CEDAC provides computer and related equipment and supplies for working remotely from home.

PREFERRED QUALIFICATIONS:

- Experience in affordable housing project management at a community-based organization preferred.

APPLICATION PROCESS:

Please send your resume and cover letter to careers@cedac.org

*Please note: Applicants need to live in or are expected to relocate to Massachusetts.

COVID POLICY

CEDAC complies with all state and federal guidelines that pertain to Covid-19. All employees must demonstrate that they are fully Covid-19 vaccinated upon hire. Employees shall thereafter be required to demonstrate that they continue to maintain Covid-19 vaccinations in accordance with the CDC definition of fully vaccinated and as adopted by the Massachusetts Department of Public Health.

EQUAL OPPORTUNITY EMPLOYER:

CEDAC is an Equal Employment Opportunity employer and does not discriminate against any applicant or employee on any grounds protected under federal, state, or local law, including race, color, religion, creed, age, sex, national origin, ancestry, marital status, pregnancy, disability (including those related to pregnancy or childbirth), sexual orientation, genetic information, gender identity or expression, veteran status or any other characteristic or activity protected under federal, state or local law.