

PROJECT MANAGER

Children's Investment Fund

The Community Economic Development Assistance Corporation (CEDAC) is a quasi-public state corporation that provides technical assistance and loans to community-based non-profit development organizations. The Children's Investment Fund (CIF) is an affiliate of CEDAC, reporting to a separate board of directors. CIF's work includes technical assistance, training, grant and loan programs, and advocacy and outreach on improving facilities for community-based programs serving low-income children.

The Project Manager works as a small team member, focusing on facility development for early childhood education and out-of-school time programs in Massachusetts. They are expected to work collaboratively with our grantees to provide support and technical assistance with a strong customer service focus. The Project Manager facilitates the successful management of all phases of the real estate development process. They advise grantees during development and manage the grant process from underwriting to disbursement. They also work with grantees to achieve successful project completion by helping to identify additional resources as needed. The Project Manager reports to the Children's Investment Fund Director.

Responsibilities:

Capital Grant Underwriting & Closing

- Participate in planning and creating the Early Education and Out of School Time (EEOST) Capital Grant program and other competitive funding round materials.
- Evaluate and underwrite grant requests from providers and prepare analysis and recommendations for the MA Department of Early Education and Care and other grant programs as needed.
- For approved grants, manage the grant legal closing process with administrative staff.
- Monitor project progress and grant status; review and approve provider funding requisitions and disbursements consistent with agreed grant terms; and prepare reporting documents as necessary.

Technical Assistance & Borrower Support

- Provide development technical assistance to the agency's clients, including initiating project development opportunities; advising clients in strategic thinking and planning; assisting in site acquisition and preparation of financing applications; evaluating, selecting, and managing professionals in a development team.
- Contribute content and deliver training related to facilities development, green environment, outdoor spaces, and other topics as needed.
- Provide organizational development assistance to child care organizations, including advice and guidance about board development; direction and advice regarding appropriate management responsibilities and financial and administrative procedures; and overall project decision-making.

Outreach/Marketing

- Market CIF's loan/grant products and technical assistance services as requested at conferences and meetings.

- Conduct outreach that complements and expands current business development efforts, particularly in underserved areas of the state.

Program & Policy Development

- Remain current about changes in the early childhood education and out-of-school time and community development sectors related to law, policy, and regulations affecting the availability of financing.
- Attend program and agency-wide meetings to foster communication and collaboration.
- Perform other duties as directed or as needed.

Qualifications:

Work Experience

- Minimum three (3) years experience in real estate development, lending, or a relevant field (relevant Master's degree may be substituted for two (2) years of experience).
- Familiarity with legal, financial, design and construction, marketing, leasing, and sales aspects of development.
- Familiarity with the child care field is preferred but not required.

Skills

- Excellent written and verbal communication skills are required.
- Demonstrable ability to engage in financial analysis essential.
- Ability to work as a highly motivated team member, as is a commitment to non-profit community development, is critical.

Education/Training

- Bachelor's degree in a related field.

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 computers and related equipment and supplies for working remotely from home.

Compensation:

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

- Health, dental, life, and disability insurance (please note that currently, 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 the COVID-19 pandemic.

Application Process:

- Please send your resume and cover letter to careers@cedac.org
- *Please note: Applicants must 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 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.