

CAMBRIDGE REDEVELOPMENT AUTHORITY (CRA) PROJECT MANAGER

POSITIONAL OVERVIEW AND RESPONSIBILITIES - The Project Manager is a dynamic player on our small team who will lead community development initiatives for the Cambridge Redevelopment Authority (CRA). The Project Manager works collaboratively as part of the CRA's Planning and Development team, managing the due diligence, planning, and implementation of a variety of real estate and community infrastructure projects. This position reports to the Director of Projects and Planning. While there is no typical day, examples of the kinds of activities the Project Manager will support include:

- Developing and executing mission-driven residential and commercial real estate projects, often in coordination with a local partner,
- Planning, developing, and implementing community infrastructure projects and initiatives, including open space and transportation facilities,
- Planning new neighborhood investment strategies consistent with the CRA's Strategic Plan including loan and grant programs for local organizations and community partners,
- Conducting outreach to diverse stakeholder groups and strategic partners to identify new projects, and
- Communicating about the work with a range of audiences, via written materials, CRA website content, public meetings, and at other community events.

The Project Manager's work is done indoors in a professional office setting in Kendall Square, as well as outdoors at various local project and meeting sites. This role requires attendance at some evening meetings. It is a full-time position with a 37.5-hour work-week. The CRA operates within a permanent hybrid office and remote work structure where at least three days per week are spent in the office.

QUALIFICATIONS

- A Bachelor's Degree is required. An advanced degree or certificate in Real Estate Development, Business, Urban Planning, Public Policy, or a related field is preferred.
- Two (2) years minimum experience in real estate development, affordable housing, community development, economic development, or urban planning.
- Successful candidates will have demonstrated experience with the execution of affordable housing development and finance projects and/or other mission-driven real estate development and finance.
- Demonstrated leadership skills, including the ability to generate cooperation and collaboration among cross-disciplinary teams.
- Demonstrated skills in project implementation, including managing a project budget.
- Proficiency with software like the Microsoft Office suite and Google platforms.
- Skills in public speaking and community relations, including the ability to clearly convey complex projects.
- Demonstrated professional experience working with a diversity of residents and community groups in planning processes and/or development projects.
- LEED certification is a plus.

Compelling candidates will bring most of the following qualities:

- **Analytical:** You are an effective problem-solver, highly organized with a strong attention to detail and high level of accuracy.
- **Organized and Adaptable:** You are self-directed, comfortable with some ambiguity and overlapping responsibilities.
- **Passion:** You are compelled to do work that matters. You are interested in urban communities, public infrastructure, and how cities work. You have professional and/or volunteer experience working with mission-driven organization(s) that address social or economic needs.

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- **Commitment to Equity:** You seek to understand the structures that prevent equity across race, gender, income, ability, and other areas, and are intentional in working to advance equity.
- **Communication Skills:** You are a strong and open communicator and have skills in professional writing, informal reports, and formal presentations. resources.
- **Collaborative:** You have strong interpersonal and teamwork skills and can perform well collaboratively in a small team environment and with the community your serve.
- **Learner:** You love to learn and reflect on personal and technical areas of strength and growth. You share your learning by suggesting improvements in process.
- **Initiative:** You demonstrate the ability to work under your own initiative within the office environment, in a remote office, and in the community.

ORGANIZATIONAL OVERVIEW - The CRA works in the public trust to bring a human dimension to development, improving the quality of life for residents, businesses, employees, and visitors. Our goal is to balance economic vibrancy, housing, and open space, to create sustainable communities through new and revitalized development. We are committed to implementing imaginative, creative initiatives to achieve social equity and a balanced economic ecosystem. This mission requires the CRA to be both nimble and strategic in taking on new projects and initiatives.

The CRA works on projects throughout Cambridge, often in partnership with the City or other community organizations. In recent years, the CRA has completed the Foundry Demonstration Project, amended the Kendall Square Urban Renewal Plan (KSURP), initiated the Forward Fund nonprofit grant program, and purchased and renovated the nonprofit office building at 99 Bishop Allen Drive, among other efforts. Current project priorities include the development of affordable homeownership projects, the preservation of commercial spaces that advance economic opportunity, and the delivery of vital community infrastructure including transportation facilities.

The CRA knows that diversity, equity, and inclusion make us stronger as individuals, organizations, and a society. Our work requires understanding of the problems that cities face and the impact of our interventions on residents and communities. The CRA provides a flexible, supportive, and family-friendly work environment and supports all staff in implementing their work, including people with disabilities. We are also committed to a work culture that values the commitments employees have to their families, including members of all generations.

COMPENSATION - Salary range is \$85,000 - \$95,000 based on skills and experience. Our benefit package includes health insurance, dental insurance, paid time off, professional development stipend, transit subsidy, partial cell phone service subsidy, and membership in the Cambridge Retirement System.

APPLICATION - Respond no later than 5:00 PM on Monday, March 27, 2023 by sending an application consisting of your cover letter and resume as a PDF (maximum two pages) to planning@cambridgeredevelopment.org. Place "Project Manager" in the subject and attach your PDF. The CRA is an Equal Opportunity/Affirmative Action employer and values diversity of experience, opinion, and approach.