



## **AFFORDABLE HOUSING SENIOR PROJECT MANAGER SOUGHT**

**Do you want to work with a dynamic organization to develop affordable housing to make a meaningful impact on homelessness?**

**Are you excited about equitable mixed-use development?**

**Do you want to grow your skills by working with experienced colleagues?**

**We are leaders in a new initiative to address homelessness in Lowell, with a goal of developing 300 units of affordable housing. We have a unique and exciting opportunity to partner with others to make a concrete difference.**

Community Teamwork Inc (CTI), and its subsidiary, Common Ground Development Corporation (CGDC), based in Lowell (MA), seek an Affordable Housing Senior Project Manager.

### **The Organization and its Programs**

Community Teamwork is a nonprofit community agency action, a regional housing agency and a community development corporation that was established in 1965 and serves 63 cities and towns, including Lowell, Lawrence and others in the Merrimack Valley and North Shore. We strengthen communities and reduce poverty by delivering vital services and collaborating with key stakeholders to create housing, education and economic opportunities.

With the entire region facing a severe crisis in housing supply, Common Ground Development Corporation was created as a non-profit subsidiary of CTI in 2002 to produce more housing for homebuyers and tenants, and to preserve existing apartments at affordable rent levels. Common Ground's mandate is to work cooperatively with the cities and towns throughout the Merrimack Valley and North Shore to address this acute need. We create new units through rehabilitation of older buildings and through new construction. We preserve existing apartments at affordable rent levels through our acquisition and maintenance program. We also have some exciting opportunities to potentially partner on mixed-use development projects.

### **Affordable Housing Development**

After its first 15-unit new construction project in the town of Westford, CGDC acquired an existing 13-unit single room occupancy property in Lowell and converted it into three 3-bedroom units. We purchased 26 affordable units in Lowell to preserve them as affordable. More recently, CGDC converted a vacant school in Acton into 15 apartment units and constructed 36 more units in Westford. We are currently working on senior housing developments in Dracut and in Acton. Common Ground is currently staffed by a Director of Real Estate Development. We also draw on CTI staff, including administrative support and the CFO, and consultants.

### **The Position**

The Affordable Housing Senior Project Manager will oversee a number of affordable housing and development projects in various stages of planning and construction. We seek a candidate with some prior affordable housing development or related experience, who seeks to do more. The Senior Project Manager will report to the Director of Real Estate Development.

**The Senior Project Manager will:**

- Assist with managing the acquisition, construction, and/or renovation of Common Ground/Community Teamwork housing and development projects
- Evaluate feasibility of development opportunities in conjunction with the Director of Real Estate Development and the Development Team
- Develop project budgets and schedules
- Perform due diligence for existing and prospective projects to identify, communicate, and manage project risks
- Participate in the preparation of Massachusetts One Stop and other applications to private, quasi-public, and public funding sources
- Work with team members to identify municipal affordable housing opportunities and responses to RFPs
- Assist colleagues with assembling project teams (architect, civil engineering, legal, others as needed)
- Support efforts to identify and obtain required zoning permits and approvals including applicable state permits
- Attend construction meetings and oversee the design team, contractor and owner's construction representative performance
- Work with senior management on real estate development decision-making
- Provide assistance in managing closings of real estate financing and transactions through responding to project checklists
- Prepare project invoices and manage the One Stop requisition process
- Assist team members in preparing and implementing relocation plans as required
- Work with the agency to create and implement the community engagement strategy for specific projects as required
- Collaborate with other Community Teamwork departments in planning and implementing community events and/or media opportunities for real estate activities as necessary
- Maintain project files in accordance with agency systems and standards, and
- Other related duties as assigned.

**Our Ideal Candidate**

Our ideal candidate will possess a variety of these experiences and attributes:

- At least two years of affordable housing development or related experience
- Comfort putting together project budgets and tracking costs to budget
- Experience responding to Requests for Proposals
- Experience obtaining town or city zoning permits
- Experience working with architects and construction teams
- An ability to manage multiple projects in a fast-paced environment
- An entrepreneurial spirit
- An interest in growing in the affordable housing development business
- A strong commitment to our mission and our region, and
- Some knowledge and understanding of Low-Income Housing Task Credits (LIHTC) and other resources used to develop and operate affordable housing in Massachusetts

**The Selection Process**

Please submit your cover letter and resume as one document to Ann L Silverman Consulting, <https://annsilverman.com/ctw-sr-project-manager/> No phone calls or letters please. Questions should be addressed to [jobs@annsilverman.com](mailto:jobs@annsilverman.com).

Note: If you are interested in working with us, but have less direct experience than we are requesting, please address that question in your cover letter with a description of what in particular you bring to this position.

### **Commitment to Diversity, Equity and Inclusion**

Community Teamwork is committed to an equitable, non-discriminatory, and anti-racist approach in all components of our organizational structure and operations, including the job application process. We recognize that people of underprivileged backgrounds and underrepresented identities often are not afforded equitable access to resources, opportunities, and professional development. We offer professional development, training, and tuition reimbursement opportunities to ensure that you and CTI are set up for success. We encourage you to apply if you see an opening that is exciting to you and include examples of your work that you feel demonstrate your qualifications. Please feel free to speak to all experiences, skills, and educational certifications that you feel are relevant. We look forward to reviewing your application.

This is an exciting opportunity to become an integral member of an innovative team in an organization committed to excellence. We offer a casual work environment with a competitive salary and benefits package. Salary range is from \$80,000 to \$120,000.

CTI requires evidence of full COVID-19 immunization or approval of a religious or medical exemption upon hire, and a CORI review prior to employment.

***All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status. Community Teamwork is a drug free work environment.***