



## **Senior Real Estate Project Manager**

Metro West Collaborative Development (Metro West CD) seeks a Senior Real Estate Project Manager or a Real Estate Project Manager to join our collaborative team of housing professionals. The person in this full-time position will work closely with the Director of Real Estate, Executive Director, and other project managers to drive affordable housing projects forward, from feasibility studies through construction and stabilized occupancy. The Senior Project Manager role requires deeper experience and project leadership, while the Project Manager position may fit candidates with foundational experience and a strong commitment to grow in affordable housing development.

### **The Organization**

Metro West CD is a Massachusetts non-profit community development corporation (CDC) formed in 1991 to address the shrinking supply of affordable housing in communities west of Boston. Metro West CD's target area currently includes 46 communities in the West Metro region. We have a deep commitment to attracting and keeping low- and moderate-income residents in our communities. We have an annual operating budget of \$2.2 million and a staff of twelve. Our work is multi-faceted and involves affordable housing development, advocacy, public policy, affirmative marketing, eligibility certification, and housing search assistance. For more information about our programs, please visit [www.metrowestcd.org](http://www.metrowestcd.org).

### **Join Us at an Exciting Time of Growth**

We aim to create vibrant, inclusive communities through the development and operation of high-quality affordable housing. We recently completed new affordable housing developments across multiple communities, with the completion of 92 units of family and elderly housing in Medway and 40 new rental units in Hudson. We began construction of 43 new units combined with the historic renovation of the West Newton Armory. We completed the permitting for 32 rental units in Natick, and are identifying additional projects. As we build on our reputation, track record of success and partnerships, Metro West CD is positioned for more growth.

### **Enjoy a Supportive, Collaborative Culture**

Our small size fosters a tight-knit team unified by our common mission. We provide ample flexibility and autonomy balanced with strong peer support, collaboration and mentoring. A healthy work/life balance is important to us. If you're looking for a purpose, a great team, and an opportunity to drive change in the West Metro region, we'd love to hear from you.

### **Primary Responsibilities**

The person in this role will be responsible for all aspects of real estate development projects (typically 2 projects at a time) from feasibility to stabilized occupancy. They will report to the Director of Real Estate. Depending on the selected candidate's experience, they will be supported by the Director of Real Estate and development consultant(s).

### **Specific responsibilities will include many of the following:**

- Manage the overall development process and schedule for real estate projects as assigned from feasibility to permanent conversion.
- Coordinate responses to Requests for Proposals for potential development projects.
- Facilitate the zoning and permitting process.



- Solicit, establish, and manage project teams and third-party vendors including architects, contractors, engineers, development consultants, attorneys, and other professional staff.
- Prepare funding applications, and secure and manage pre-development, construction and permanent financing for complex multifamily financing structures.
- Develop and maintain project budgets in accordance with the regulations and requirements of the various funding programs, including the Low-Income Housing Tax Credit program.
- Manage the payment and tracking of project invoices during predevelopment and development periods.
- Participate in construction team meetings and coordinate owner's consultants to ensure strong communication and close coordination.
- Work with project teams to ensure that equity and inclusion goals are being monitored and met.
- Maintain positive relationships with lenders, investors, and partners.
- Coordinate marketing and lease-up with property management and the Director of Asset Management to achieve project lease-up schedules and a smooth transition.
- Prepare content for and participate in Metro West CD Planning and Development Committee meetings.
- Supervise junior staff and interns as assigned.
- Participate in ongoing racial equity trainings.
- Additional duties as assigned.

#### **Our Ideal Candidate**

Our ideal candidate will be passionate about affordable housing in high-opportunity suburban communities and interested in growing with a regional scale nonprofit. They will be a hands-on team player who brings experience in community and real estate development. We seek an enthusiastic and creative problem solver, who demonstrates entrepreneurial skills and attention to detail.

#### **Desired Skills and Qualifications**

- Deep commitment to Metro West CD's mission and vision.
- Familiarity with affordable housing and community development finance, particularly the Low-Income Housing Tax Credit program; Massachusetts state financing knowledge preferred.
- Ability to work both independently and collaboratively, supporting cross-functional project teams.
- Excellent written and verbal communication abilities, strong organizational skills, and effective time management.

#### ***Senior Real Estate Project Manager***

- 3+ years of experience in real estate development or housing production, or closely related work, with demonstrated success managing multifaceted projects from predevelopment through construction.
- Advanced understanding of different stages of project development, including feasibility, design, permitting, financing, and/or construction.
- Strong competency in leading projects independently, coordinating complex financial structures, and directing teams with minimal oversight.
- Proficiency developing and working with real estate development proformas.
- Comfort in presenting projects at public meetings, forums, and community events.
- Bachelor's degree in urban planning, real estate, or a related field, with a Master's degree preferred. We will consider additional years of relevant work experience in lieu of college degree(s).



#### *Real Estate Project Manager*

- At least one year of experience in real estate development or housing production, or a related field, in a non-profit, public agency, or private development company. Familiarity with the development process, including feasibility, permitting, and financing.
- Ability to work on assigned projects with guidance, using development proformas and managing timelines.
- Bachelor's degree in urban planning, real estate, or a related field, with a Master's degree preferred. We will consider additional relevant work experience in lieu of degree(s).

#### **Compensation and Benefits**

- Senior Real Estate Project Manager: \$95,000 - \$110,000, with potential for up to \$115,000 for exceptional candidates.
- Real Estate Project Manager: \$70,000 - \$90,000, based on experience and skills.

Metro West CD offers a competitive benefits package that includes health, dental, and vision insurance; 401k with company match; life and short-term disability insurance; generous paid sick, vacation, and holiday time; fully paid parental leave; remote work opportunities; "half-day summer Fridays", and professional development opportunities.

**Work Schedule:** Monday- Friday, generally 9-5, with some evening meetings required. This position will require at least one day per week in the office and frequent site visits.

**Transportation:** Candidates must have a valid driver's license and reliable vehicle to attend construction meetings, conferences, trainings, and other meetings as required.

#### **Metro West CD's Racial Equity Pledge**

Metro West CD is proud to be a signer of the Massachusetts Association of Community Development Corporations' Racial Equity Pledge. The intention of this pledge is to disrupt systems within the community development field that produce racial inequity.

#### **To Apply**

Submit your resume and cover letter at <https://annlsilverman.com/metrowest-pm/>. If you are excited about this position but do not meet all the qualifications, please apply, and tell us in your cover letter how your skills and experiences would enable you to succeed in this role, and what support you might need. We are committed to supporting our employees' professional growth and will work with the successful candidate to provide any additional training needed.

*Metro West CD is an Equal Opportunity Employer committed to diversity in the workplace. Candidates from diverse backgrounds are strongly encouraged to apply.*