



Real Estate Project Manager

About JPNDC

The Jamaica Plain Neighborhood Development Corporation (JPNDC) is a grassroots community development corporation anchored in 47 years of community organizing and resident leadership value. We seek to help transform the lives and amplify the voices of Boston residents who have been excluded from prosperity by an inequitable economic system. We build affordable housing that allows people to thrive, provide economic prosperity services that help people build on their strengths, and organize people to pursue the changes they desire. Based in Jamaica Plain, we envision an equitable and inclusive Boston in which all people have access to secure housing, economic prosperity for their families, safe and vibrant childcare and neighborhoods with strong community relationships, political power, and opportunities to fulfill their potential.

What We Offer:

JPNDC offers an extensive Benefits package! Up to 90% of individual insurance premiums paid for health insurance, vision, and dental insurance, 2 weeks of vacation plus one week at the end of the year and 14 holidays recognized per year, employer – paid life & disability insurance, a vested 403b retirement, and much more! CEU Credit or comparable training offers to support professional development in areas of: DEI, economic and workforce development, early childhood education, and affordable housing and real estate finance.

About this Position:

If you are ready to make a lasting impact on the lives of others, consider applying!

- Are you looking for an opportunity to advance equity goals in the City of Boston through affordable housing development and other exciting real estate initiatives?
- Do you bring skills in affordable housing development and are eager to grow your ability to have a greater impact by creating housing, incorporating equity into every aspect of the development and operation of affordable housing and exploring creative ways to leverage real estate development to help our residents and communities advance their goals?
- Do you enjoy working in collaboration with partners while also having significant responsibility to manage a complex real estate project?
- If yes, the Jamaica Plain Neighborhood Development Corporation (JPNDC) invites you to apply to be a Real Estate Project Manager on our dynamic team.

Current JPNDC Real Estate Activities:

JPNDC's real estate activities notably include large-scale redevelopment and planning through cutting edge, innovative public/private partnerships. These activities include the Jackson Square Redevelopment Initiative, 125 Amory Street and the initial phase of redevelopment at Mildred Hailey Apartments. JPNDC is also a leader in the creation of affordable homeownership opportunities. These initiatives will result in the new construction or rehabilitation of nearly 1,500 homes, in addition to new

commercial space, community facilities and significant infrastructure improvements. Active projects include:

- New construction of 45 limited-equity affordable homeownership opportunities in Jamaica Plain – currently in construction
- New construction of 39 affordable housing units for low-income seniors in Jamaica Plain – currently in construction
- New construction of 48 service-enriched housing for low-income elders, with community-based health -- expect to close and start construction in 2024
- Redevelopment of Mildred C. Hailey public housing – new construction of 65 family rental units with extensive site work – in predevelopment with construction start in 2025
- Renovation of 44-unit elderly housing building – in development with construction expected in 2025
- Redevelopment of Shattuck Campus – construction of permanent supportive family housing with wrap-around services – planning work in process
- Exploring new development opportunities – ongoing

What you will be responsible for:

1. Oversee project management for a variety of real estate development projects, including residential and mixed use projects from project planning through construction completion and closeout.
2. Create development and operating pro formas for rental and homeownership projects.
3. Responsible for assembling financing applications with public and private funders
4. Responsible for coordinating closing on funding for real estate projects
5. Responsible for negotiating financing terms with public and private funders, with guidance from Director of Real Estate Development or VP for Real Estate
6. Collaborate with internal and external team members on project design and construction scopes following JPNDNC standards including climate resiliency best practices, site specific requirements and design preferences and goals that emerge through the community planning process
7. Responsible for coordination of design team for real estate projects.
8. Coordinate the lead the closing process for real estate development projects
9. Work with the project team and external partners to achieve key project milestones including initial closing, construction start and completion, occupancy and stabilization
10. Work with project team and external partners to ensure that JPNDNC equity priorities are incorporated into every aspect of project planning, design and implementation, including procurement of all services.
11. Represent the JPNDNC in neighborhood meetings and hearings of a wide variety of volunteer and municipal boards and committees (including but not limited to neighborhood associations, JP Neighborhood Council, BPDA, Boston Landmarks Commission, etc.)
12. Responsible for coordination, funding and implementation of various infrastructure projects as needed to support JPDNC real estate projects and mission.
13. Coordinate and participate in development partnerships with for-profit and non-profit developers.
14. Oversee project budgets, construction process and schedules, and funding requisitions
15. Oversee project marketing and lease up

16. Assist Director of Real Estate Director and Vice President of Real Estate in providing staffing support to partnership entities, as well as other relevant boards and committees.
17. Work collaboratively with Asset Management, Community Organizing and Economic Prosperity teams throughout project planning and implementation
18. Communicate frequently, candidly and proactively with colleagues and partners to seek input, develop consensus, troubleshoot issues and achieve successful outcomes.
19. Other duties as assigned.

What it takes to be successful:

- Highly entrepreneurial, proactive, self-motivated and results-oriented individual
- Functions effectively as part of a collaborative team
- Self-starter who will take initiative to ensure a project moves forward as effectively as possible
- Ability to provide clear direction to others and to follow direction
- Problem-solving approach and ability to modify plans as circumstances change
- Commitment to JPNDC's mission and vision
- Minimum 3 - 5 years' experience in real estate development or related field.
- Thorough knowledge of real estate development process, including overall deal structuring, finance, design, and construction
- Familiarity with public, private and quasi-public financing programs.
- Prior experience working on Low Income Housing Tax Credit projects preferred
- Demonstrated ability to translate complex real estate development concepts into format that residents and community members will understand
- Demonstrated project management experience
- Strong Excel skills are required for this position. Computer knowledge and proficiency including but not limited to Microsoft Office products, Adobe/Acrobat
- Strong time management skills, adaptable with ability to manage multiple priorities & meet deadlines, and keen attention to detail
- Excellent verbal and written skills, with an ability to adapt communication style to different contexts (e.g. tenant meetings, community leaders, funders, regulatory agencies, etc.)
- Strong critical thinking skills and ability to make abstract concepts concrete
- Lived experience in low-income neighborhoods or affordable housing preferred.
- Bilingual: Haitian Creole, Spanish or Cape Verdean Creole a plus.
- Sense of humor always appreciated!

Employment Terms/Compensation:

This is a full-time, salaried position at \$60,000 – \$85,000 with full benefits package.

Salary level depending on experience. This is a hybrid position, with three days a week in the office or at project sites. This position will require participation in some evening meetings.

Email cover letter and resume to:

Rguerra@jpn/dc.org and Rmautner@jpn/dc.org Cover letter and resume are required. No phone calls please. Position open until filled.

JPNDC is an Affirmative Action/Equal Opportunity Employer

