



Real Estate Project Manager

About JPNDC

The Jamaica Plain Neighborhood Development Corporation (JPNDC) is a grassroots community development corporation anchored in 49 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 Senior Real Estate Project Manager on our dynamic team.

The ideal candidate will bring some experience in affordable housing development or operations and be eager to learn how to tackle more complex and multi-faceted projects. This person would be committed to inclusion, equity, and environmental sustainability and be pragmatic and flexible about how to achieve those goals.

Current JPNDC Real Estate Activities:

JPNDC's real estate activities notably include larger-scale redevelopment and planning through innovative public/private partnerships. These activities include the Jackson Square Redevelopment Initiative, 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 the unit sale period
- New construction of 39 affordable housing units for low-income seniors in Jamaica Plain – currently in construction
- New construction of 48 service-enriched affordable housing units for low-income seniors, with on-site community-based health services -- currently in construction
- Redevelopment of Mildred C. Hailey public housing – new construction of 65 family rental units with extensive site work – expected to close and start construction in 2026
- Renovation of 45-unit affordable senior housing building – in development with construction expected in 2026
- New construction of 60 units of affordable multi-family– in predevelopment and expected to go through the zoning and permitting process in early 2026
- New construction of 65 units of affordable multi-family supportive housing – in predevelopment and expected to go through the zoning and permitting process in early 2026
- Exploring new development opportunities – ongoing

What you will be responsible for:

1. Support the project management for a variety of real estate development projects, including residential and mixed-use projects from early feasibility through construction completion and closeout, under the guidance of senior team members.
2. Develop and maintain development and operating pro formas for rental and homeownership projects.
3. Assist in preparing and submitting financing applications to public and private funders and support the negotiation and compliance process throughout underwriting and closing.
4. Track and monitor project budgets, construction schedules, funding requisitions, and key milestones to ensure projects remain on time and within budget.
5. Collaborate with architects, consultants, contractors and internal teams to implement design and construction scopes consistent with JPNDC standards, climate resiliency goals, and priorities identified through community engagement.
6. Support the closing process for development projects, including assembling due diligence materials, coordinating with lenders and legal counsel, and tracking closing requirements.
7. Work with project teams and partners to integrate JPNDC’s equity priorities into procurement, community engagement, and project implementation.
8. Represent JPNDC at neighborhood meetings, public hearings, and community events, as appropriate, with support and preparation from senior staff.
9. Coordinate with development partners, both for-profit and non-profit, to advance shared project goals.
10. Work collaboratively with Asset Management, Community Organizing, and Economic Prosperity teams to ensure alignment throughout the development lifecycle.
11. Provide clear and timely project updates to internal stakeholders and maintain organized project documentation.
12. Communicate proactively with colleagues and partners to identify challenges early and support effective problem-solving.
13. Other duties as assigned.

What it takes to be successful:

Competencies/Skills

- Strong critical thinking skills and organizational skills with the ability to manage detailed information across multiple projects.
- Problem-solving approach and ability to modify plans as circumstances change
- Ability to follow direction while also taking initiative to move work forward independently.
- Demonstrated ability to function effectively as part of a collaborative team
- Excellent verbal and written communication skills, with an ability to adapt communication style to different contexts (e.g. tenant meetings, community leaders, funders, regulatory agencies, etc.)
- Strong time management skills, adaptable with ability to manage multiple priorities & meet deadlines, and keen attention to detail
- Strong Excel and PowerPoint skills are required for this position. Computer knowledge and proficiency including but not limited to Microsoft Office products, Adobe/Acrobat, and Smartsheet.
- Self-motivated and committed to delivering high-quality work
- Commitment to JPNDC's mission and vision
- Sense of humor always appreciated!

Qualifications

- Minimum 2-4 years' experience in affordable housing development, real estate, construction management, or a related field
- Lived experience in low-income neighborhoods or affordable housing preferred
- Experience supporting real estate development projects through one or more phases (feasibility, financing, design, construction, or closeout)
- Working knowledge of real estate development process, including budgeting, financing, design and construction.
- Familiarity with public, private and quasi-public financing programs, including Low Income Housing Tax Credit
- Demonstrated ability to translate complex real estate development concepts into formats that residents and community members will understand
- Bilingual: Haitian Creole, Spanish or Cape Verdean Creole a plus

Employment Terms/Compensation:

This is a full-time, salaried position at \$79,000 - \$90,000 with full benefits package.

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

[Applicants must submit both a resume and cover letter to be considered for this position. Please submit a single pdf file that includes both your resume and cover letter.](#)

APPLICATION LINK: <https://jpndc.applicantpro.com/jobs/4012101>

JPNDC is an Affirmative Action/Equal Opportunity Employer