



Associate Real Estate Project Manager

The North Shore Community Development Coalition is seeking an Associate Project Manager to join our team and become a part of a dynamic, multicultural, mission-driven organization. We are looking to hire an energetic professional, eager to learn about real estate development with a passion for affordable housing and building equitable, thriving communities.

The Organization and Its Accomplishments

North Shore CDC is a regional, nonprofit organization committed to investing in neighborhoods to create thriving communities. We envision a North Shore where every neighborhood is one of choice and opportunity. Our neighborhood revitalization model focuses on projects that have lasting benefits for entire neighborhoods with need-based programs that build future city leaders and self-sufficient residents. Our diverse staff are passionate and committed to helping our communities thrive and grow.

Real Estate Development at North Shore CDC

North Shore CDC's current real-estate portfolio contains 430 affordable rental units and over 7,800 square feet of commercial space in Salem and Beverly. We have an active and diverse pipeline of over 281 homes in various stages of development across the North Shore of Massachusetts and another 199 in active exploration. Current projects include the new construction of 46 affordable rental units; the conversion of two former catholic schools to historic residential; and the acquisition of two parcels of land that will house a new community health care center and 49 units of senior affordable housing adjacent to the Point Neighborhood and downtown Salem.

North Shore CDC has a growing Real Estate Team with four full-time members once this position is filled. It is led by a well-respected real estate professional committed to developing high-quality affordable housing, supporting her staff and providing growth opportunities within the department.

The Associate Project Manager

The Associate Project Manager will be a valued member of the Real Estate Team. They will report to the Director of Real Estate and will assist her and the project managers with real estate projects and manage specific tasks as requested depending on their experience and ability.

The selected person will embrace the opportunity to learn about real estate development in a culturally diverse community. They will bring a commitment to working collaboratively, the ability to communicate effectively, and a willingness to take on tasks as requested. They will be

inquisitive and able to ask for direction and assistance as needed. The Associate Project Manager will be encouraged to take advantage of professional development opportunities.

Responsibilities

The Associate Project Manager will work closely with the Real Estate Team on specific development project initiatives. They will have primary responsibility for or assist with the following tasks depending on their ability and workload:

- Coordinate project management activities for one or more development projects.
- Help with the identification and evaluation of new community development initiatives that respond to community needs.
- Assist with due diligence activities on new and potential projects.
- Support the preparation of predevelopment and financing applications from a variety of sources including city, state, and federal entities as well as banks and other financial institutions.
- Facilitate application submissions for regulatory approvals from federal, state and city agencies including participation in the local permitting process.
- Collaborate with North Shore CDC staff and third-party project teams to maintain cordial, professional relationships, a clear understanding of the project work required, changes of work scope and timely payment of invoices consistent with agreements.
- Help with project management services during the construction phase, including the preparation of requisitions and reports to the Board of Directors, lenders and other funders.
- Work with the NSCDC's Property Management staff and other designated management companies to oversee the planning and implementation of affirmative fair housing marketing activities for new housing projects.
- Attend community meetings and other outreach activities to share information about the North Shore CDC's programs and initiatives, and
- Complete other duties as requested and assigned.

Our Ideal Candidate

Our ideal candidate will be a highly motivated individual with the ability to solve problems. They will be excited about the opportunity to learn about affordable housing development in

this creative, mission-driven organization. They will have many of the following skills and experiences:

- Bachelor's Degree in a relevant field or the equivalent in training and experience.
- At least one year of professional work experience, knowledge of real estate project management or a related field preferred (can include intern/externships and coops.
- Demonstrated ability to manage multiple priorities and deadlines, attention to detail and the ability to work independently.
- Excellent interpersonal, writing and verbal communication skills.
- Proven ability to adapt to a changing environment and work effectively under pressure.
- Experience working well on a culturally diverse team with a variety of personalities.
- Some familiarity with affordable housing funding programs, such as the Low-Income Housing Tax Credit (LIHTC), HOME, CPA, CDBG, Section 8 is a plus.
- Commitment to North Shore CDC's mission and community empowerment philosophy.
- Proficiency with Microsoft Office.
Bilingual in Spanish/English is a plus

The Selection Process

Please submit a cover letter detailing your interest and your qualifications for this position, to <http://annsilverman.com/north-shore-associate-pm/>. No phone calls or letters, please. Questions may be sent to jobs@annsilverman.com. Applications will be reviewed and acknowledged as they are received. North Shore CDC seeks to fill this position as soon as possible.

The salary range for this full-time position is between \$60,000 -\$70,000 depending on experience. The North Shore CDC has a competitive benefits package and a generous time-off policy.

North Shore CDC is a flexible workplace. Currently, the staff is working remotely with limited hours in the office. It is expected that going forward employees will have the opportunity for a hybrid work environment in our art filled loft office next to downtown Salem and all its amenities.

North Shore CDC is an Equal Opportunity and Affirmative Action Employer. We encourage applications from candidates with diverse backgrounds and cultures.