**BOSTON HOUSING AUTHORITY**

**JOB DESCRIPTION**

**TITLE:** Project Manager – Real Estate Development

**DEPARTMENT:** Planning & Development

**UNIT:** Exempt

**GRADE:** 13

**FLSA Status:**

Revised: 03/19/2024

**GENERAL DESCRIPTION:**

The Planning and Development Department oversees the transformation of BHA’s most outdated public housing into thriving and sustainable communities, as well as the creation of new deeply affordable subsidized housing communities throughout the city. Current initiatives include:

* Redeveloping BHA’s largest public housing sites, Charlestown and Mary Ellen McCormack, into mixed-income communities;
* Redeveloping BHA’s Faneuil Gardens community, including full replacement of the existing state public housing units plus creation of new affordable housing;
* Modernizing existing apartments for seniors and disabled residents, with a focus on decarbonization, accessibility, and community wellness,;
* Creating new deeply affordable housing using “Faircloth-to-RAD” subsidies;
* Leading BHA’s 5-year Agency Plan process with mapping and data analytics and robust resident participation.

Under the direction of the Assistant Director of Real Estate Development, the Project Manager will work with a team responsible for planning and implementing BHA’s redevelopment projects. As part of that team, the Project Manager will be responsible for drafting requests for proposals and contracts in connection with development activities; preparing funding applications; managing development budgets and contracts throughout the development process; assisting in financial structuring, financial modeling and negotiations related to complex real estate development transactions; conducting community and resident meetings; managing the permitting process and communication with various local and state agencies and neighborhood groups; and coordinating the work of the project team. The Project Manager will have particular responsibility for ensuring that relocation and other resident services are implemented efficiently and in a manner that continually supports BHA residents. The Project Manager will work collaboratively within Planning & Real Estate Development and across other BHA Departments, including Operations, Asset Management, Leased Housing, and Capital Construction, among others.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

* Assist in drafting requests for proposals for various real estate consultant services.
* Assist in the disposition of agency real estate, including preparation of disposition applications for HUD and negotiation with developers.
* Review with senior staff and design consultants the scope of work and estimated costs of construction projects.
* Manage development project budgets and payments.
* Manage contracts for relocation and other resident services.
* Manage the permitting process, especially with the Boston Planning and Development Agency
* Assist in contractor selection for design, engineering, and construction services
* Manage resident engagement initiatives for assigned projects
* Prepares project correspondence and progress reports for key stakeholders including BHA staff and residents.
* Prepare and distribute meeting minutes to team members.
* Assist with special projects and reports as needed.
* Perform other related duties as required.

**MINIMUM QUALIFICATIONS:**

Bachelor’s degree is required, advanced degree preferred. At least two (2) years’ experience in project management or real estate development finance required. Relevant affordable housing development experience may be substituted for formal education requirements if it is demonstrated that such experience is directly applicable to the duties and responsibilities of the position. Excellent oral, writing, interpersonal and collaborative skills required. Project management skills to coordinate effectively the work of project teams are required. Ability to think logically, analyze problems, follow systematic procedures, work independently and develop critical path schedules is required. Writing sample required. Demonstrated knowledge of Microsoft Word, Excel, Outlook, and PowerPoint required. English/Spanish bilingual capacity preferred. Demonstrated competence and sensitivity working with low-income, culturally diverse individuals are required, as well as a commitment to the mission of the Boston Housing Authority.