



PROJECT MANAGER, Neighborhood of Affordable Housing (NOAH)

NOAH is looking for a Project Manager to join and flourish within our Real Estate team and our organization. Over the past five years, NOAH has completed \$100 million in affordable housing development projects. We have a growing pipeline that includes five major projects (with approximately 300 new apartments and condos), including affordable rental, homeownership, mixed use developments. We are also restructuring and renovating buildings within our existing three-decker portfolio. NOAH's projects meet the needs of our great neighborhood as well as the Commonwealth with a focus on affordable/workforce and mixed-income family housing throughout Greater Boston. We have three Gold for Homes sustainable designations and aim for green, sustainable Passive House projects going forward. We are looking for an energetic, collaborative, knowledgeable, experienced, mission-driven individual.

The ideal candidate will have a combination of experience and the ability to learn aspects of the 4% and 9% LIHTC programs as well as mixed income multifamily rental developments.

The candidate must be able to assist and independently manage some elements of a project, from financing applications, closings and assist to oversee the project through construction closing and lease up. The candidate will possess a minimum of two (2) years of relevant work experience in real estate project management or a related field.

The position will report to the Director of Acquisitions and Asset Management and will have direct interaction with the Executive Director and Finance Department.

Duties and responsibilities may include some or all the following:

Assist to seek, research, analyze and determine project feasibility for potential acquisitions for development;

Assist to effectively management of pre-development and development phases of selected projects;

Assist with projects in the zoning and permitting process, including managing community relations;

Assist in the preparation of financial budgets and analysis of hard and soft costs and operating costs;

Assist the Director of Acquisitions and Asset Management in preparing One Stop funding applications and coordinate the work of our third-party consultants to ensure the timeliness, quality, and cost effectiveness of each development community;

Lead or assist in the construction/permanent closing process and required due diligence with our lenders and investors. Possess effective communication skills to interact with lenders, state agencies and investors;

Lead to coordinate proposals and services for, (environmental, architect, civil, appraiser, market analyst, etc.) working with the Director of Acquisitions and Asset Management and process and track development sources and uses;

Lead to prepare funding requisitions during construction. Work with the Director of Acquisitions to perform Owner's responsibilities and address issues during construction;

Lead coordination of lease-up process and transition of project to Asset/Property Management Team;

Our ideal candidate will be a highly motivated, flexible, and team driven individual. They will appreciate the opportunities to work on a small, efficient team committed to helping one another succeed. They will have many of the following skills and experiences:

Bachelor's degree in a relevant field or the equivalent in training and experience.

Minimum 2 years of relevant work experience in real estate project management or a related field.

Ability to adhere to sound not for profit real estate development principles.

Strong project management skills, with proven ability to manage multiple priorities and deadlines with attention to detail.

Experience with One Stop application and with various affordable housing funding programs, such as the Low Income Housing Tax Credit (LIHTC), HOME, CPA, CDBG, Section 8, and Section 202, and a proven track record in securing such funding for projects.

Knowledge of affordable, homeownership and mixed-income projects a plus.

Demonstrated knowledge managing a development proforma, preferably for a LIHTC-funded affordable housing project.

Exceptional interpersonal, writing, and verbal communication skills.

Experience designing and facilitating meetings and managing working groups.

Resourcefulness and resilience; with the creativity and adaptability to find multiple paths and solutions to solve problems and overcome challenges.

Proven ability to adapt to a changing environment and work effectively under pressure.

Strong interpersonal skills and social intelligence, experience working cooperatively in a diverse work environment.

The position has modest travel requirements within Massachusetts.

The Selection Process

Please submit a cover letter detailing your interest, your salary requirements and your qualifications for this position, along with a resume to: sshaw@noahcdc.org. Questions can be addressed to: sshaw@noahcdc.org

Applications will be reviewed and acknowledged as they are received. Neighborhood of Affordable Housing seeks to fill this position by January 2021 if not before.

Neighborhood of Affordable Housing is an Equal Opportunity and Affirmative Action Employer. We encourage applications from candidates from diverse backgrounds and cultures.

During the COVID 19 Pandemic this position will be a remote “work from home” position. NOAH will provide the successful candidate(s) with a lap top computer and any other related equipment required.