



## Open Position – Project Manager

Homeowner's Rehab, Inc. (HRI) is looking to hire a Project Manager to join our Real Estate Development Team. HRI is a private nonprofit affordable housing developer located in Central Square, Cambridge. Since 1972, HRI has developed over 1,500 units of housing, owns over 1,400 apartments and more than 55,000 square feet of commercial space. In addition to its real estate development, HRI also operates a rehab loan program for low to moderate-income Cambridge homeowners and has a vibrant Resident Services programs for the residents of our portfolio. HRI is a national leader in sustainability and energy conservation.

This position reports to the Director of Development and Senior Project Manager. HRI staff works as a team, and so the Project Manager will work closely with other rental housing development, asset management, resident services, and housing rehabilitation staff.

### Responsibilities

The Project Manager will be expected to oversee several housing development projects in various stages of planning and development. The individual will work with other members of our real estate development team and will have opportunities to increase responsibility over time.

- Conceptualize projects and conduct early-stage feasibility analysis.
- Assemble project financing sources, including both grant, equity and loan funds.
- Assist other development staff assigned to specific project duties.
- Manage permitting and planning processes for specific projects.
- Manage budgets for specific projects.
- Negotiate contracts for service with architects, contractors, and third-party consultants.
- Coordinate project teams, including architects, engineers, consultants, construction personnel, attorneys, and others.
- Manage loan and investment closings.
- Oversee projects during construction to ensure a timely completion within budget.
- Coordinate effective and inclusive community outreach.
- Coordinate funding requisitions and vendor payment for projects in development.
- Maintain and further develop investor and lender relationships.
- Manage other administrative duties, including training other real estate department staff as requested.
- Support Resident Services and Asset Management programs, working with these staff and others to help keep HRI residents and buildings healthy for the long-term.
- Support green development of our portfolio including participation in development of local policies related to sustainability and resiliency, attending and/or participating in conferences, workshops, other trainings on green building practices, etc.



## Education & Experience

HRI seeks a highly organized, self-motivated, entrepreneurial individual with project management experience. Our ideal candidate will be a passionate leader who enjoys all aspects of real estate development, and who is comfortable working in a fast-paced, community-based environment. The individual will bring dedication, enthusiasm, and a sense of humor to the work.

- Minimum of BA/BS degree and background in finance, planning, real estate development, design, community development.
- Minimum of 3 years of experience in affordable multi-family housing development.
- Demonstrated ability to create successful projects completed on schedule and on budget with maximum financial return, highest construction quality, and most beneficial community impact possible.
- Creative problem solver with critical decision-making skills and an ability to manage complex tasks without direct supervision.
- Demonstrated skill in preparing and/or analyzing financial pro-formas for affordable housing.
- Familiarity with financing sources used for large-scale affordable housing development projects, including both rental assistance programs and Low-Income Housing Tax Credits.
- Experience completing financing applications, such as the Massachusetts DHCD One Stop or similar.
- Experience with green building, smart growth, building science and energy conservation.
- Demonstrated skill in managing design, development and construction teams.
- Experience reviewing legal documents, communicating with attorneys, and managing the closing process.

HRI's recent work includes: new construction, LIHTC, 100% affordable 98-unit Passive House development in the Alewife neighborhood of Cambridge completed in Summer 2020 and an occupied rehab of 70-unit, six historic buildings with LIHTC and HTC in Worcester, MA wrapping up Spring 2021. Current work that the development team is working collaboratively on includes an occupied rehab of a 300-unit mixed income and mixed-use development in Cambridgeport, pre-development of a net-zero small-scale gut-rehab in East Cambridge, capital needs assessments and a newly absorbed 200+ unit scattered-site portfolio primarily in Cambridge and Somerville as well as acquisition of land in Cambridge for HRI's next LIHTC new construction.

## To Apply

Please email your resume and a thoughtful cover letter documenting your experience and skills to [jcarbone@homeownersrehab.org](mailto:jcarbone@homeownersrehab.org).

HRI offers a competitive salary and an excellent benefits package as well as an opportunity to work with an experienced and dynamic team on a wide range of projects.

We are an equal opportunity employer committed to ensuring diversity in its workplace, and candidates from diverse backgrounds are strongly encouraged to apply.

February 2, 2021