



Real Estate Project Manager Job Description

Coalition for a Better Acre (CBA) is a membership-based community development corporation dedicated to resident empowerment and sustainable community revitalization for current and future residents of Lowell and the Merrimack Valley. We promote healthy, vibrant neighborhoods by developing resident leaders, affordable housing, and economic opportunities, and by responding to community needs through collective action. Since 1982, CBA has invested more than \$167 million in developing stable neighborhoods in Lowell and other Merrimack Valley communities. We currently house over 1,400 people in 534 affordable rental units and support 30 companies in commercial spaces.

The Real Estate Project Manager is a hands-on, curious, team-oriented real estate professional with an understanding of commercial, mixed use and/or multifamily development. The successful candidate has a passion for responsible, equitable, sustainable real estate development in urban areas, the ability to build and maintain collaborative relationships to work effectively in a team setting, and outstanding written and verbal communication skills. The successful candidate also has a willingness to attend public hearings, meetings, and social events outside of normal business hours.

Essential Functions and Responsibilities:

- Responsible for all phases of the project development process, including participation in feasibility analysis, community outreach, local permits and approvals, funding application, budget management, construction oversight, and processing payments
- Support coordination of projects across a broad range of activities from project concept to property acquisition to identification and pursuit of funding sources to final project delivery
- Work within a team of CBA staff and consultants to realize the vision for CBA real estate projects
- Conduct due diligence for existing and prospective projects
- Create and manage development budgets and schedules for projects
- Prepare applications to secure project financing from private, quasi-public, and public funding sources
- Communicate with project lenders, funders, and contractors and prepare reports as required
- Negotiate and manage contracts of applicable consultants as requested
- Manage or help manage closings of real estate transactions
- Manage the project invoice and requisition process
- Work with staff to create and implement a community engagement strategy for specific projects as needed
- Collaborate with other departments in planning and implementing community events and/or media opportunities for real estate activities as necessary
- Maintain project files in accordance with systems and standards
- Identify, communicate, and manage project risks as requested, and
- Other duties as assigned.

Qualifications:

- Bachelor's Degree from four-year college or university in related field required.
- 3+ years' work/academic experience in real estate development or related industry preferred.

- Ability to read and comprehend proposals, architectural concepts and drawings, contracts, consultant proposals/agreements, and government regulations.
- A theoretical understanding of commercial investment and the development process, such as: Land acquisition and sourcing; Feasibility studies; Financial analysis and budgeting; Entitlements and zoning; Project valuation and finance; Architectural design and construction management; Basic knowledge of cost control processes, real estate funding and project reporting; Sustainable building concepts.
- Strong interpersonal skills, and the ability to present information and respond to questions/inquiries from staff, peers, business associates, and the general public.
- Knowledge of the Greater Merrimack Valley Real Estate market and geography is a plus.
- Ability to communicate in Spanish or Khmer preferred.

To Apply:

Send a cover letter, resume and salary requirement to: pamela.miller@cbacre.org.

CBA offers competitive compensation and excellent benefits.

We are an Equal Opportunity Employer and consider qualified applicants for employment regardless of expression, age, color, religion, disability, veteran status, sexual orientation, or any other protected class.