



## Fenway Community Development Corporation Real Estate Project Manager – Job Description

Fenway CDC works to preserve the Fenway as a vibrant and diverse neighborhood by developing affordable housing, providing programs that enrich lives, and strengthening community voices.

The **Real Estate Project Manager** will have an opportunity to work on a range of affordable, mixed-use development projects in a dynamic local development environment. **The Real Estate Project Manager** will assist the Head of Real Estate in managing project development, monitor project budgets, manage lender relationships, and oversee property lease up or sales. It is a full-time, exempt position and reports to the Head of Real Estate.

### Responsibilities:

- Manage real estate development tasks related to community planning, permitting, zoning, etc.
- Manage asset management related projects including refinance, renovation, rehabilitation, etc. of existing assets.
- Assist with acquisition, construction, and/or renovation of real estate projects. Prepare and submit project funding and finance applications.
- Support and assist Head of Real Estate and Sr. REPM with tasks required for successful completion of Fenway CDC projects and development of its real estate pipeline.
- Identify and support opportunities for meaningful involvement of residents and community members in Fenway CDC's housing development work.
- Coordinate Fenway CDC Housing Committee meetings, other on-site public and community meetings as well as project team meetings.
- Supervise interns/co-op students within the housing department to support active development and pipeline projects.

### Qualifications:

*Fenway CDC does not expect any one candidate to meet all the criteria below, but rather hope you will apply if the role and responsibilities excite you.*

- Minimum of bachelor's degree, preferably in a related field.
- Prior experience in affordable housing development, including familiarity with Low Income Housing Tax Credits and local funding sources, preferably in Massachusetts.
- Two (2) years of experience related to land management, real estate development and/or asset management.
- Strong team player with positive attitude; should be self-starter and able to work independently.
- Ability to work accurately under pressure, delegate and coordinate the work required to meet project deadlines and budgets.
- Excellent analytic and problem-solving skills. Strong verbal and written communication skills.
- Ability to interact positively with people of all racial, ethnic and economic backgrounds, including members of our community, our staff, and outside stakeholders.
- Motivated to learn and take on training opportunities for skill further development.
- Strong commitment to racial and economic justice; readily applies racial/economic equity lenses to housing development work.

- Availability to attend evening community and public meetings as required.
- Strong computer skills including Microsoft Office Suite and Adobe Creative Suite.
- Familiarity with building design, project management and graphics software preferred.

**Salary and Benefits:**

- Salary range will be commensurate with experience within a range of \$65,000 to \$75,000. Fenway CDC has a full benefits package that includes medical, dental and vision insurance, long and short-term disability insurance, 401k matching, paid sick, vacation, and holiday leave.

**To Apply:** Please e-mail resume and cover letter speaking your interest and skills for this position to [projects@fenwaycdc.org](mailto:projects@fenwaycdc.org) with subject line: REPM-Applicant. Applications are encouraged by October 17, 2022 and will be reviewed and evaluated beginning on that date. Interviews will subsequently be scheduled on a rolling basis. We anticipate at least 3 rounds of interviews for the successful candidate.

*Fenway CDC is an Equal Opportunity Employer and considers qualified applicants for employment regardless of expression, age, color, religion, disability, veteran status, sexual orientation, or any other protected class.*