

## **JOB DESCRIPTION**

### **Hebrew SeniorLife**

**Position Title:** Real Estate Project Manager - Exempt

**Position code:** EX69\_P001

**Job Family:** Real Estate

**Location:** Roslindale

**Title of Immediate Supervisor:** Vice President of Real Estate

#### **I. Position Summary:**

Hebrew SeniorLife (HSL) seeks a Real Estate Project Manager to support the growth of our senior living footprint through project and asset management. HSL is a not-for-profit organization deeply rooted in Eastern Massachusetts and is focused on improving quality of life and health outcomes for the most vulnerable, frail and medically complex seniors. We do this through established and reputable health care and senior living campuses that become senior hubs and safety nets in the communities in which they operate. These campuses are currently in Randolph, Canton, Dedham, the Roslindale neighborhood of Boston, Brookline, Dorchester, and Revere. Emanating from the communities and out in individual homes is a network of long-term services and supports for community-dwelling seniors including Home Health, Private Care, Palliative Care, Hospice Services, and Home Therapies.

Throughout our long history, HSL has served as a champion called on by others to take on the challenges those in our community face as they age. Through our unparalleled combination of experience, optimism, vision, and determination, HSL continues to work to improve the quality of life for people as they age, dispelling the notion that growing old has to mean growing frail. We promote the independence of all seniors **and strive to transform every aspect** of the aging experience for the better. We are always focused on “doing the right thing” for all those we serve.

A successful Real Estate Project Manager must be committed to the organization’s core values of respect, dignity, and empowerment for both seniors and employees. The candidate must be a proactive project manager with strong communication skills, who can handle a large degree of independence and ambiguity.

#### **II. Position Responsibilities:**

- Support HSL’s efforts to expand its supply of senior living communities along the economic continuum and to integrate innovative programs into real estate projects.
- Create and maintain partnerships with senior service providers and leverage investments from private and public housing and healthcare institutions and insurers.
- Establish pre-development and development financial budgets, tracking costs regularly while analyzing and managing budget shortfalls, if any.

- Work and collaborate with a team of consultants and community stakeholders on master planning, design, and permitting.
- Solicit, establish, and manage project teams and third-party vendors including architects, engineers, consultants, attorneys and other professional staff.
- Prepare and manage complex development and funding applications to local and various state agencies.
- Manage the preparation and submission of applications for financing and grants, equity, and loan programs.
- Prepare consistent updates and reports on all development projects for HSL staff, committees and the board.
- Lead research efforts on partnership and funding opportunities, sourcing of new pipeline projects, and analysis of potential new initiatives.
- Effectively navigate, partner with, and obtain needed supports from HSL shared services including finance, legal, HR, marketing, development, and others.
- Attend meetings, conferences, and trainings related to senior housing, sustainable community developments, and real estate financing as applicable.
- Support organization-wide initiatives and the achievement of goals & key drivers.
- Monitor laws and regulations that may impact real estate development.

### **III. Core Competencies:**

- Excellent ability to lead teams of diverse backgrounds with the goal to accomplish projects.
- Demonstrated ability to manage multiple complex projects simultaneously and manage multiple priorities and deadlines.
- Perform financial and feasibility analyses.
- Thorough and extensive knowledge of financing tools, property and asset management functions and systems, and regulatory requirements for senior housing.
- Demonstrated ability to manage conflict, builds consensus, and facilitate problem solving and collaboration.

### **IV. Qualifications:**

- A strong commitment to Hebrew SeniorLife's mission, goals, and cultural beliefs.
- Minimum of 5-8 years of work experience in real estate project management.
- Experience with senior housing and low income housing tax credits a significant plus.
- Experience in working with real estate professionals.
- Valid driver's license and the ability to travel to properties throughout Massachusetts.

### **V. Physical Requirements:**

- Ability to navigate an active construction site safely.

**VI. Compensation:**

- **Min:** USD \$127, 000
- **Max:** USD \$159,000

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Employee Signature

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Date