



Senior Real Estate Project Manager

Metro West Collaborative Development (Metro West CD) seeks a qualified Senior Real Estate Project Manager to join our collaborative team of housing professionals. This is a full-time position working closely with the Director of Real Estate, Executive Director, and other project manager(s) to manage an affordable housing project pipeline and to implement real estate development projects.

The Organization

Metro West CD is a non-profit community development corporation (CDC) formed in 1991 to address the shrinking supply of affordable housing in communities west of Boston. Our target area currently includes 25 communities in the West Metro region, and our CDC is involved in many facets of affordable housing including development, advocacy, public policy, affirmative marketing, eligibility certification, and housing search assistance. For more information on our work, please visit www.metrowestcd.org.

Join Us at an Exciting Time of Growth

We are entering a period of tremendous momentum, having recently completed several new affordable housing developments across multiple communities. With 40 units now under construction in Hudson and an additional 75 units in predevelopment in Newton and Natick, our affordable housing portfolio continues to expand. As we build on our reputation and track record of success, we are positioned for even more impactful growth ahead. Come be a part of this exciting next chapter as we further our mission of creating vibrant, inclusive communities through high-quality affordable housing.

Enjoy a Supportive, Collaborative Culture

Our small size fosters a tight-knit team environment unified by our common mission. We offer our employees ample flexibility and autonomy balanced with strong peer support, collaboration, and mentoring. If you're looking for a purpose, a great team, and an opportunity to drive change in communities—we'd love to hear from you.

Primary Responsibilities

The Senior Project Manager will be responsible for all aspects of real estate development projects (typically 2 projects) from feasibility to stabilized occupancy, with oversight from the Director of Real Estate.

Specific responsibilities will include:

- Managing the overall development process and schedule for real estate projects as assigned.
- Developing and maintaining project budgets in accordance with the regulations and requirements of the various funding programs, including the Low-Income Housing Tax Credit program.
- Managing the payment and tracking of project invoices during predevelopment and development periods.
- Managing responses to Request for Proposals for potential development projects.
- Performing due diligence tasks and working with attorneys, Executive Director, and Director of Real Estate to draft letters of interest, offers to purchase, or other documents as necessary to obtain site control.
- Leading real estate acquisition, construction loan, and permanent loan closings.



- Soliciting, establishing, and managing project teams and third-party vendors including architects, contractors, engineers, development consultants, attorneys, and other professional staff.
- Working with project teams to ensure that equity and inclusion goals are being monitored and met.
- Facilitating the zoning and permitting process, including managing community relations, drafting zoning and comprehensive permit applications, and supporting the team in presentations to municipal officials and boards.
- Preparing funding applications, and securing and managing pre-development, construction and permanent financing for complex multifamily financing structures and maintaining positive relationships with lenders, investors, and partners.
- Project management during the construction phase including managing the requisition process, participating in construction team meetings, and coordinating owner consultants to ensure strong communication and close coordination.
- Coordinating marketing and lease-up with property management to achieve project lease-up schedules.
- Working with the Asset Manager to ensure a smooth transition to operations.
- Preparing content for and participating in Metro West CD Planning and Development Committee meetings.
- Supervising junior staff and interns as assigned.
- Assisting coworkers and supporting special projects as may be required.
- Participating in ongoing racial equity trainings.
- Additional duties as assigned.

Our Ideal Candidate

Our ideal candidate will be passionate about affordable housing in high-opportunity suburban communities and interested in growing with a regional scale nonprofit. They will be a hands-on team player who brings experience in community and real estate development. We seek an enthusiastic and creative problem solver, who demonstrates entrepreneurial skills and attention to detail.

Desired Skills and Qualifications

- Deep commitment to Metro West CD's mission and vision.
- At least 3 years' experience working in real estate development and housing production in a nonprofit, public agency, or private development company; will consider 3+ years' experience in related field.
- Experience with different stages of project development, including feasibility, design, permitting, financing, and/or construction.
- Proficiency developing and working with real estate development proformas.
- Comfort presenting projects and speaking in public forums and community meetings.
- Knowledge of affordable housing and community development finance, including Low Income Housing Tax Credits. Experience with Massachusetts state financing preferred.
- Ability to work independently as well as collaboratively.
- Strong verbal and written communication skills.
- A strong work ethic, a good sense of humor, and a commitment to social justice.
- Excellent organizational and time management skills.



- Bachelor's in urban/city planning, real estate, or a related field. Masters preferred. We will consider significant relevant work experience in lieu of college degree(s).

We welcome candidates with diverse backgrounds and experiences to apply for this Senior Real Estate Project Manager role. If you are excited about this position but do not meet all the qualifications, we encourage you to apply and tell us in your cover letter how your skills and experiences would enable you to succeed in this role in which case we may consider you for a Project Manager role. We are committed to supporting our employees' professional growth and will work with the successful candidate to provide any additional training needed.

Metro West CD's Racial Equity Pledge

Metro West CD is proud to be a signer of the Massachusetts Association of Community Development Corporations' Racial Equity Pledge. The intention of this pledge is to disrupt systems within the community development field that produce racial inequity.

Compensation and Benefits

Compensation: Salaries are competitive and commensurate with relevant work experience and skills. This is a full-time, exempt, salaried position. We are targeting between \$95,000-\$105,000, depending on experience, and may go as high as \$115,000 for an exceptional candidate.

Benefits: Metro West CD offers a competitive benefits package that includes health, dental, and vision insurance; 401k with company match; life and short-term disability insurance; generous paid sick, vacation, and holiday time; fully paid parental leave; remote work opportunities; "half-day summer Fridays", and professional development opportunities.

Work Schedule: Monday- Friday, generally 9-5, with some evening meetings required. This position will require at least one day per week in the office and frequent site visits.

Transportation: Must have a valid driver's license and reliable vehicle to attend construction meetings, conferences, trainings, and other meetings as required.

To Apply

Submit your resume and cover letter to hire@metrowestcd.org. Applications will be accepted until the position is filled.

Metro West CD is an Equal Opportunity Employer committed to diversity in the workplace. Candidates from diverse backgrounds are strongly encouraged to apply.