



SENIOR PROJECT MANAGER

NOAH, the Neighborhood of Affordable Housing, seeks a **Senior Project Manager** to join and flourish within our Real Estate team and our 33-year-old CDC. The Senior Project Manager will help to manage our active pipeline of affordable and mixed income housing development activities, both in East Boston and in other Eastern Massachusetts communities.

NOAH is an East Boston-based community development corporation (CDC) and a NeighborWorks organization with an active pipeline throughout Greater Boston. We collaborate with and support residents and communities in their pursuit of affordable housing, environmental justice, community planning, leadership development, and economic development. Together, we improve standards of living, build community, and create social and economic opportunities, especially for low- and moderate-income persons, families, disadvantaged groups, and communities.

Since 1987, NOAH has: renovated or developed more than 400 units of housing, including 45 for-sale properties; counseled more than 2800 families in the home buying process; and assisted more than 2700 people threatened by foreclosure. NOAH manages property and leads community organizing, youth leadership and summer programs for children, serving up to 200 young people each summer.

Real Estate Development at NOAH

Over the past five years, NOAH has completed more than \$100 million in affordable housing development projects. We have a growing pipeline that includes five major projects (with approximately 300 new units), including affordable rental, homeownership, and mixed-use developments. We are also restructuring and renovating buildings within our existing portfolio of smaller three-deckers in East Boston.

Active project work includes:

- Construction of a 7-unit mixed income homeownership development in East Boston
- Seeking funding for community inspired, artist-themed construction of 33 mixed-income rental units adjacent to the homeownership project above
- Initiating selection of investors and then will start construction for the adaptive reuse of a historic 38-unit/10 commercial spaces development in downtown Taunton
- Obtaining permits to develop up to 150 new mixed-income rental units in two phases Ayer, and 110 units of historic and new construction housing in Attleboro. Both are TOD sites
- Refinancing 128 units in 37 triple decker buildings in East Boston, and
- Purchasing occupied three-deckers in East Boston in order to prevent displacement of diverse, low/moderate income residents, many of whom are severely affected by layoffs and COVID.

NOAH's projects meet the needs of our great neighborhood as well as the Commonwealth with a focus on affordable, workforce and mixed-income family housing throughout Greater Boston. We have three Gold for Homes sustainable designations and aim for green, sustainable Passive House projects going forward.

The Senior Project Manager

NOAH seeks an experienced, energetic Senior Project Manager to manage multiple, complex projects. The Senior Project Manager will work under our Director of Acquisitions and Asset Management. They will collaborate with our Executive Director, and other NOAH staff, such as Finance and Property Management, to carry out our real estate agenda.

Selected duties and responsibilities will include:

- Prepare and manage complex development proformas, sources and uses and funding applications, securing pre-development, construction and permanent financing
- Coordinate the work of third-party consultants to ensure the timeliness, quality, and cost effectiveness of each application
- Manage financial closings, compliance, and relationships with financial partners, lenders, and state agencies throughout the project cycle
- Take projects through zoning and permitting, including managing community relations
- Assist Director of Acquisitions and Executive Director to seek, research, analyze and determine project feasibility for potential acquisitions
- Manage pre-development and development phases of multiple projects
- Coordinate proposals and contracts for such services as environmental testing, engineering, architectural design, and appraisals
- Work with the Director of Acquisitions and Asset Management to provide monthly development sources and uses reporting
- Prepare funding requisitions and timely required reports during construction
- Work with the Director of Acquisitions to perform Owner's responsibilities and address issues during construction, and
- Oversee and coordinate lease-up and transition of projects to the Asset and Property Management teams.

Our Ideal Candidate

Our ideal candidate will be a highly motivated, flexible, and team driven individual. They will appreciate the opportunities to work on a small, efficient team (and throughout the organization) committed to helping one another succeed. The Senior Project Manager will have the following skills and experiences:

- Four to six years of increasingly responsible work experience in residential real estate development; affordable housing development experience a plus, but not necessary for those with conventional development experience
- Strong project management skills, particularly during design and construction
- Experience in securing tax credit financing preferred
- Familiarity and experience with the Massachusetts One Stop application and with various housing funding programs, including Low-Income Housing Tax Credit (LIHTC) 4% and 9% programs, HOME, and CPA and other non-Boston sources of financing preferred
- Knowledge or experience in sustainability, resilience, and energy programs to meet Passive House, Net Zero, Solar and other carbon reduction measures a plus
- Demonstrated experience creating and managing development proformas, preferably for LIHTC-funded or mixed-income, mixed-use market rate housing projects
- Proven experience in dealing with municipal planning and community development staff

and non-Boston city/town officials

- Experience leading and independently managing major elements of a project, from financing applications and closings and to overseeing the project from professional team selection, vetting the GC, through construction closing and lease up
- Bachelor's degree in planning, real estate, or a related field, or the equivalent in training and experience
- Exceptional interpersonal communications, writing, verbal, technology, and social media skills
- Responsible, accountable, and accessible for off-site work, and
- When COVID restrictions end, willing and able to work at NOAH's office as well as to travel to attend day and evening meetings and do prospecting within Eastern Massachusetts.

NOAH offers a competitive salary and benefits package. See www.noahcdc.org for more information about our organization.

To Apply

Please submit a cover letter detailing your qualifications and interest in this position, along with a resume to: <http://annlsilverman.com/noahseniorpm>. Questions can be directed to jobs@annlsilverman.com.

Applications will be reviewed and acknowledged as they are received. NOAH (Neighborhood of Affordable Housing) seeks to fill this position by early Spring of 2021 if not before.

Due to the COVID-19 emergency, most NOAH staff- including this position - are primarily working remotely, with limited hours in the office at this time. As noted above, the Senior Project Manager will be expected to work at NOAH headquarters in East Boston at a future date.

NOAH is an Equal Opportunity and Affirmative Action Employer. We encourage applications from skilled candidates from diverse backgrounds and cultures.