

PROJECT MANAGER JOB ANNOUNCEMENT

Posted: September 9, 2021

ABOUT THE ROLE

The Project Manager is a dynamic player on our small team who will lead new community development initiatives for the Cambridge Redevelopment Authority (CRA). There is no typical day, and you will enjoy wearing multiple hats working across diverse real estate projects and community programs.

The CRA is now expanding its programs with a focus on affordable housing development, economic stability, workforce development, capacity building for nonprofit social programs, and other community investments that respond to pressing needs. The Project Manager will lead the planning and execution of redevelopment programs that are now undergoing conceptual development, and other duties as required to implement the CRA's mission and Strategic Plan.

The Project Manager's work is done primarily indoors in a professional office setting in Kendall Square, as well as outdoors at local project and meeting sites, and with options for limited remote work. This role requires attendance at some evening meetings. It is a full-time position with a 37.5-hour work-week.

ABOUT THE CRA AND OUR WORKPLACE

The CRA works in the public trust to bring a human dimension to development, improving the quality of life for residents, businesses, employees, and visitors. Our goal is to balance economic vibrancy, housing, and open space, to create sustainable communities through new and revitalized development. We are committed to implementing imaginative, creative initiatives to achieve social equity and a balanced economic ecosystem. The CRA works on projects throughout Cambridge, often in partnership with the City or with other organizations.

We know that diversity, equity, and inclusion make us stronger as individuals, organizations, and a society. Our work requires understanding of the problems that cities face and the impact of our interventions on residents and communities. The CRA provides a flexible, supportive, and family-friendly work environment. We will accommodate individuals with disabilities to perform essential functions.

In 2014, the CRA developed a new mission, a guiding set of operating principles, and initiated a series of new redevelopment activities in Cambridge. As a result, the CRA launched the Foundry Redevelopment Demonstration Project, amended the Kendall Square Urban Renewal Plan (KSURP), initiated the Forward Fund nonprofit grant program, initiated multiple park and streetscape improvement projects and purchased and renovated the nonprofit office building at 99 Bishop Allen Drive, among other efforts. In 2021, the CRA is re-engaged in a strategic planning effort with the goal of enhancing its internal capacity and expanding its community investments. The Project Manager will play a vital role, along with other CRA staff, in carrying out the goals of the new Strategic Plan.

Information about the CRA, its Strategic Plan, and ongoing projects may be found at our website: www.cambridgeredevelopment.org.

OVERVIEW OF TASKS

The Project Manager plays a lead role in planning and executing CRA projects and programs, including but not limited to:

- Developing and executing mission-driven real estate projects, often in coordination with a local partner,
- Supporting affordable housing development through new unit production and CRA investments to enhance existing and planned developments,
- Planning new neighborhood investment strategies consistent with the Strategic Plan including potential loan and grant programs for local organizations,
- Supporting workforce development initiatives, including representing the CRA in partnerships that help link residents to job opportunities, such as those in the local innovation economy,
- Conducting outreach to diverse stakeholder groups, strategic partners and the community at large, to solicit feedback, identify new projects and communicate about the CRA's work.

WHO WE ARE LOOKING FOR

The Project Manager works on a range of projects. We seek a versatile collaborator with a passion for our work and the ability to implement complex real estate projects. Strong candidates will also bring experience in building relationships with populations that have been marginalized and in engaging those community members in the project planning process. We are looking for candidates who bring most of the following qualities:

- **Passion:** You are compelled to do work that matters. You care about urban communities, public infrastructure, and how cities work.
- **Commitment to Equity:** You seek to understand the structures that prevent equity across race, gender, income, ability, and other areas, and are intentional in working to advance equity.
- **Organization:** You are self-directed, and can break down a long-term project into manageable tasks, including coordinating community partners, consultant teams, and staff resources.
- **Analytical:** You are a problem-solver who can distill issues, balance priorities, and find creative, yet realistic solutions.
- **Nimble:** You plan, prioritize, and effectively manage tasks, including when the unexpected occurs.
- **Communication Skills:** You are a strong communicator when speaking and writing. You interact with a range of audiences clearly and sensitively, including while facilitating public meetings, writing technical documents for internal use, drafting memos for the board of directors, and speaking with partners one on one.
- **Collaborative:** You have developed strong interpersonal and team work skills.
- **Relationship Oriented:** Relationships matter to you. You like to engage, listen to, and work with a diversity of community stakeholders.
- **Learner:** You love to learn and reflect on personal and technical areas of strength and growth. You follow news in the field and seek new ways to approach difficult problems.
- **Professional Experience:** You have six or more years in affordable housing or other real estate project management, urban planning, community development, and/or related field(s). An advanced degree in a related field may substitute for one year of experience.
- **Education:** An advanced degree in Real Estate Development, Public Policy, City Planning, or related field is preferred but not required.
- **Mission Driven Experience:** You have professional and/or volunteer experience working with mission-driven organization(s) that address social or economic needs.

Summary: The CRA seeks candidates with demonstrated understanding of affordable housing development and finance, and/or other mission-driven real estate development and finance, community development, and neighborhood engagement. Candidates should bring skills in project management, project budgeting, writing, public speaking and relationships building. The Project Manager must be a creative problem solver who can work well under his/her own initiative as well as collaboratively in a small team environment.

Candidates should demonstrate professional experience working with a diversity of residents and community groups in planning processes and/or development projects. Data analysis, and proficiency with software like Microsoft Office, Adobe, Google Docs, and industry-specific programs are essential.

COMPENSATION Salary range is \$85,000-\$90,000 with final compensation dependent on skills and experience. Our benefit package includes health insurance, dental insurance, paid time off, transit subsidy, cell phone service subsidy, and membership in the Cambridge Retirement System.

IF THIS SOUNDS LIKE YOU, APPLY! Applications are being accepted until the position is filled. Please email planning@cambridgeredevelopment.org, place "Project Manager" in the subject, and attach your resume and cover letter as *one* PDF. The CRA is an Equal Opportunity/Affirmative Action employer and values diversity of experience, opinion, and approach.