



## PROJECT MANAGER

Urban Edge (UE) seeks a motivated Project Manager to join our team.

Urban Edge is one of the largest not-for-profit community development corporations in Massachusetts. We are located where Boston's Latin Quarter meets its historic African-American neighborhood, at the crossroads of Jamaica Plain and Roxbury, in Jackson Square. We aim to foster diverse urban neighborhoods of choice populated by resilient families and sustained by dynamic webs of community relationships. To achieve this goal: **we build** quality affordable housing for low- and moderate-income households; **we advise** hardworking families on homeowner services, financial education, taxes, and student loans; and **we organize** neighbors to become leaders of community change.

Urban Edge has a 2022 annual operating budget of over \$6.0 million, and we employ a staff of over 30. We have developed nearly 1,500 units of affordable housing and maintain a portfolio of 1,369 units. Residents of our housing and our community are diverse and multilingual. In 2022, we anticipate serving more than 2,500 families.

### OUR REAL ESTATE ACTIVITIES

Urban Edge has an active pipeline of residential and mixed-use development projects. In 2022 we completed construction on 62 affordable apartments, are managing renovations on 78 apartments, will begin construction on 65 affordable apartments, and will submit funding applications for an additional 60 new homes. We will advance additional development projects in our pipeline, including homeownership and rental, and new construction and renovation projects, ranging from 15 to 200 units in size. We are deeply engaged in partnership with the Boston Housing Authority, Jamaica Plain Neighborhood Development Corporation, and The Community Builders to redevelop Mildred Hailey Apartments, a major public housing development in Jackson Square.

Urban Edge's real estate development activities are led by our Director of Real Estate, to whom the Senior Project Manager would report. The department includes an Associate Director of Real Estate and typically includes 3 – 5 dedicated project managers, ranging from Associate Project Manager to Senior Project Manager.

### THE PROJECT MANAGER

The Project Manager will oversee a number of housing or mixed-use development projects in various stages of planning and development. They will receive support as needed to learn pieces of the work that are new to them, and have opportunities for growth and increased levels of responsibility over time.

Specific responsibilities include:

- **Advance feasibility** and due diligence for acquisitions and refinance of existing properties
- **Secure permitting approvals and build community support** in collaboration with Community Engagement staff
- **Create and manage project budgets and schedules**
- **Secure funding** from public and private lenders and investors and manage compliance
- **Manage real estate transactions and closings** including negotiation of business terms
- **Assemble and manage project teams** including architects, engineers, and contractors, with support from a third-party owner's construction representative
- **Prepare for occupancy** by leading and coordinating the work of property management, community engagement, and relocation professionals
- **Maintain and enhance systems** to support the efficiency and quality of work, and
- Other departmental and organizational duties as assigned

## **DESIRED SKILLS AND QUALIFICATIONS**

Our ideal candidate will possess many of the following skills and qualifications.

### Mission and Cultural Competency

- Demonstrated commitment to Urban Edge's mission
- Experience living and/or working in low-income communities and communities of color
- Fluency in a language other than English that is spoken in our communities is a plus

### Development or Closely Related Experience

- Ideally, two or more years' experience in residential real estate development
- Some experience with affordable housing and its funding sources highly desirable
- Applicants with at least two years of other relevant professional and personal experience that prepares them for the role are encouraged to apply

### Financial and Contract Experience

- Proficient with Microsoft Excel
- Experience with financial analysis and management of project budgets
- Experience working with contracts, loan documents, and/or investment agreements

### Construction Management

- Some familiarity with design and construction processes preferred

### General Management

- Ability to independently organize and effectively prioritize own activities
- Ability to effectively plan and direct the work of team members
- Excellent analytic and problem-solving skills
- Strong written and verbal communication
- Consistent attention to detail and accuracy

This position requires availability for occasional evening meetings.

### **SALARY AND BENEFITS**

- Minimum salary for this full-time position is low- to mid- 80's.
- Benefits include but are not limited to automatic 4% employer contribution to 401k, 80% employer payment on health care premiums, and 15 paid vacation days
- Hybrid work environment: employees may work from home up to 2 days per week, on a fixed schedule.

### **COVID POLICIES**

- Urban Edge maintains comprehensive policies for employee safety and well-being related to the covid pandemic. Additional information on policies including vaccination is available on request. Urban Edge staff are currently working in the office under our hybrid schedule.

### **TO APPLY**

**We encourage all interested candidates to apply.** Applicants who don't have a particular skill or qualification are encouraged to identify how their personal and professional experiences will support their success in meeting the job responsibilities. Please submit a cover letter detailing your interest and your qualifications for this position, along with a resume to Hunter Williams: [HWilliams@specon.com](mailto:HWilliams@specon.com) Applications will be reviewed and acknowledged as they are received.

See [www.urbanedge.org](http://www.urbanedge.org) for more information about our organization.

All candidates must have legal authorization to work in the U.S.

*Urban Edge is an Equal Opportunity and Affirmative Action Employer. We encourage applications from candidates from diverse backgrounds and cultures.*