



Job Posting

Senior Project Manager

Are you interested in work that makes a difference in the lives of others? At Way Finders, we light pathways and open doors to homes and communities where people thrive. Way Finders is the largest affordable housing organization in western Massachusetts. Since 1983, our Real Estate Division has transformed neighborhoods through the design and planning of new housing and the acquisition and renovation of existing properties. The most recent additions to our portfolio of affordable housing for low-income families include Live 155 and The Lumber Yard in Northampton and Library Commons in Holyoke.

Way Finders is a mission-oriented nonprofit organization that offers a fast-paced, professional work environment focused on achievement. We employ individuals with a strong commitment to excellence, a collaborative nature and the desire to make a difference. **Way Finders currently has an exciting opportunity for a Senior Project Manager in our Real Estate division. The Senior Project Manager will provide real estate, finance, and development expertise to build, redevelop, and finance community-based assets, with a primary focus on tax-credit and other federally financed affordable housing.**

The candidate will work in a hybrid-remote capacity but must live within commutable distance to the main office in Springfield, MA. In-office work and local in-person meetings are occasionally expected.

Responsibilities include:

Project Concept and Feasibility

- Initiate identification and evaluation of potential project sites and properties
- Present and/or participate in potential development opportunities, assessing project's alignment with policies and strategic objectives, and determining the physical and financial feasibility and priorities of projects, ensuring all internal procedures are followed and obtain internal approval for projects
- Establish project goals: designing, developing, monitoring, and evaluating the structure of the project

Relationship Management

- Establish and/or maintain appropriate relationships with local and state agencies, private parties, non-profit organizations, and other parties necessary to carry out development projects
- Participate in the expansion of existing levels of funding within current sources as well as develop and cultivate new funding resources

Deal Structure and Financing

- Plan budgets and participate in the negotiation of program contracts; create, manage, and monitor a project budget to ensure that the project is completed within agreed upon parameters
- Coordinate permitting, zoning, and environmental review for projects; represent the agency in zoning and other public hearings
- Obtain funding commitments for all phases of the project, including pre-development seed money, interim financing, permanent financing, equity investments, and public or private subsidies
- Work with internal and project counsel, review all legal contracts and documents pertaining to assigned development projects
- Coordinate construction and permanent financial closings

Project Oversight and Reporting

- Lead development team members, overseeing legal, design, construction, and other aspects of development

- Oversee all aspects of project construction, maintaining consistent communication with construction team
- Ensure that contract compliance, reporting requirements, and a good working relationship with funding sources are maintained, including all required records, reports, logs, and files
- Maximize project income by tracking and reporting billable hours in a timely manner
- Work collaboratively with Property Management to initiate, plan, and coordinate marketing and advertising programs for the lease-up of new rental properties
- Coordinate inter-departmental communications on projects under development to ensure efficient and high-quality projects and smooth transition to operations and/or ownership

Administration

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Supervisory responsibilities include:

- May indirectly supervise contractors and vendors working on development projects

Requirements include:

- Bachelor's degree in real estate, planning, or business or a related field; commensurate experience may be a substitute for a degree
- Seven years' experience in affordable real estate development
- Skilled in transaction structuring of affordable housing finance, including Low-Income Housing Tax Credit, Federal Historic Tax Credit, Federal HOME Partnership Program, and Federal Community Development Block Grant Program
- Experience and knowledge in a wide variety of related housing areas, including community development and revitalization
- Understanding of regulatory issues and permitting processes
- Ability to prioritize and see a project through to completion including the full range of public and private financing
- Strong budget development and financial management skills using public and private financing
- Experience in a team leadership role
- Creative problem-solving skills, including critical decision-making and the ability to manage complex tasks without direct supervision
- Established relationships with funders, developers, architects, lawyers, contractors, and others associated with affordable housing development in Massachusetts preferred
- Ability to simultaneously manage multiple projects/tasks
- Proficiency with Microsoft Office applications (including Project, Excel, time/task management applications), and comfort learning new technologies
- Strong verbal and written communication with the ability to communicate with all levels of the organization and external vendors, contractors, funding sources and the community
- Valid Driver's license with good driving record, and a reliable vehicle

Benefits:

- Generous paid time-off
- 12+ holidays annually
- Health, dental, and vision insurance options
- Educational assistance
- Medical Reimbursement Account

- Dependent Care Account
- 403(b) retirement plan with employer match
- Life insurance
- Short-term and long-term disability insurance
- Transportation benefits
- Employee Assistance Program
- Annual staff picnic!

Wage between \$86,500 and \$110,288 per year depending on qualifications. Interested applicants must submit a cover letter and resume; applications will be accepted until the position is filled.

Way Finders is an Equal Opportunity Employer that seeks a diverse staff in order to reflect our community and those we serve. Qualified individuals from diverse backgrounds are strongly encouraged to apply. This position is available to all without regard to race, color, religion, national origin, disability, age, gender or gender identity, sexual orientation, political affiliation, or veteran status. We provide reasonable accommodation for qualified individuals.