



Job Title: Senior Project Manager, Real Estate

Organization: North Shore Community Development Coalition (North Shore CDC)

Position Type: Full-Time

Reports to: Director of Real Estate Development

WHY WORK AT NORTH SHORE CDC: North Shore Community Development Coalition (NSCDC) is a regional, nonprofit organization committed to investing in neighborhoods to create thriving communities. We envision a North Shore where every neighborhood is one of choice and opportunity. Our neighborhood revitalization model focuses on projects that have lasting benefits for entire neighborhoods with need-based programs that build future city leaders and self-sufficient residents. Our diverse staff are passionate and committed to helping our communities thrive and grow. *We offer extremely competitive benefits including funding for professional development, as well as a full suite of healthcare benefits, generous paid time-off, flexible work hours and more.*

POSITION SUMMARY

Senior Project Manager is responsible for all aspects of assigned real estate development projects. The Senior Real Estate Project Manager will report to the Director of Real Estate Development. The Sr. Project Manager shares North Shore CDC's vision for neighborhoods of choice and opportunity. The Sr. Project Manager manages multiple priorities and assignments in a fast-paced environment. They have strong analytic and organizational skills, initiative, and persistence, and work well independently and as part of a team.

KEY RESPONSIBILITIES

Project Management:

- Lead the planning, design, and execution of real estate development projects, ensuring alignment with North Shore CDC's mission and objectives.
- Develop and manage project timelines, budgets, and resources to ensure successful project delivery.
- Coordinate with architects, contractors, and consultants throughout the development process.

**Financial Oversight:**

- Prepare and manage project budgets, including securing financing from public and private sources.
- Conduct financial analyses, including cost estimates, funding applications, and feasibility studies.
- Monitor project expenses and cash flow, ensuring adherence to budgetary constraints.

Community Engagement:

- Engage with community members, local stakeholders, and government officials to gather input and build support for development projects.
- Advocate for community needs and priorities in project planning and implementation.
- Organize community meetings and outreach efforts to keep residents informed and involved.

Regulatory Compliance:

- Ensure all projects comply with local, state, and federal regulations, including zoning, permitting, and environmental guidelines.
- Prepare and submit necessary documentation for project approvals and funding applications.

Reporting and Documentation:

- Use of project management platforms like Smartsheet
- Maintain comprehensive project documentation, including contracts, reports, and correspondence.
- Prepare regular progress reports for internal teams and external stakeholders, highlighting key milestones and challenges.

Qualifications

- Education in Real Estate, Urban Planning, Business Administration, or a related field
- 5+ years of experience in real estate development, project management, or a related field, with a focus on affordable housing preferred.



- Strong analytic skills and communication skills.
- Ability to prioritize and update ongoing tasks.
- Quantitative skills, and interest in working with numbers and budgets; experience with federal Low Income Housing Tax Credits and other financing sources of affordable housing is strongly preferred.
- Computing skills, including proficiency in project management software and Microsoft Office Suite; experience with GIS and Adobe Design desirable.
- Ability to organize work, work independently, problem-solve, and be persistent is essential.
- Ability to manage productive relationships with development team members, public officials, funders and lenders, other staff, and the community.
- Bilingual/bicultural highly desirable; prior personal or professional experience in agency's geographic area is a valuable asset.
- Willingness to work a flexible schedule, including occasional nights
- Strong knowledge of real estate finance, development processes, and local housing policies.
- Proven ability to manage multiple projects simultaneously while maintaining attention to detail.
- Excellent communication and interpersonal skills, with the ability to engage diverse stakeholders effectively.

Compensation: NSCDC offers a competitive salary and benefits package, commensurate with experience and qualifications. The salary range for this position is \$95,000 - \$115,000 annually.

How to apply: Please apply and submit a thoughtful cover letter and resume to <https://oppco.hiringthing.com/job/1059382/senior-project-manager-real-estate>

NSCDC is an equal opportunity employer and encourages applications from individuals of all backgrounds.

Employee signature below indicates the employee's understanding of the job requirements, essential functions and duties of this position.

Employee_____ Date_____