



Open Position – Senior Project Manager

Homeowner's Rehab, Inc. (HRI) is a nonprofit affordable housing developer located in Central Square, Cambridge, seeking a Senior Project Manager to join our Real Estate Development Team. Since 1972, HRI has developed over 1,500 units of housing, currently controls over 1,250 apartments and more than 55,000 square feet of commercial space, and is currently developing additional affordable housing in Cambridge. All HRI-controlled property is managed by Winn Residential. In addition to its real estate development, HRI also operates a rehab loan program for low to moderate-income Cambridge homeowners and has a vibrant Resident Services programs for the residents of our portfolio. HRI is a national leader in sustainability and energy conservation.

This position reports to the Director of Development and the Executive Director. HRI staff work as a team, and so the Senior Project Manager will work closely with other rental housing development, asset management, resident services, and housing rehabilitation staff.

Responsibilities of the Senior Project Manager

The Senior Project Manager will be expected to oversee a number of housing development projects in various stages of planning and development. S/he will supervise some members of our real estate development team and will have opportunities to increase responsibility over time.

Responsibilities will include:

- Conceptualize projects and conduct early stage feasibility analysis
- Assemble project financing sources, including both grant, equity and loan funds
- Supervise and assist other project managers assigned to specific project duties
- Manage permitting and planning processes for specific projects
- Manage budgets for specific projects
- Negotiate contracts for service with architects, contractors, and third party consultants.
- Coordinate project teams, including architects, engineers, consultants, construction personnel, attorneys, and others
- Manage loan and investment closings
- Oversee projects during construction to ensure a timely completion within budget
- Coordinate effective and inclusive community outreach
- Coordinate funding requisitions and vendor payment for projects in development
- Maintain and further develop investor and lender relationships
- Manage other administrative duties, including training other real estate department staff as requested
- Support Resident Services and Asset Management programs, working with these staff and others to help keep HRI residents and buildings healthy for the long-term

- Support green development of our portfolio including participation in development of local policies related to sustainability and resiliency; attending and/or participating in conferences, workshops, other trainings on green building practices, etc.

Desired Skills and Qualifications

HRI is seeking a highly-organized, self-motivated, entrepreneurial individual with significant project management experience. Our ideal candidate will be a passionate leader who enjoys all aspects of real estate development, and who is comfortable working in a fast-paced, community-based environment. S/he will bring dedication, enthusiasm and a sense of humor to the work.

- Minimum of BA/BS degree and background in finance, planning, real estate development, design, community development.
- Minimum of five years of experience in affordable multi-family housing development.
- Demonstrated ability to create successful projects completed on schedule and on budget with maximum financial return, highest construction quality, and most beneficial community impact possible.
- Creative problem solver with critical decision-making skills and an ability to manage complex tasks without direct supervision.
- Demonstrated skill in preparing and/or analyzing financial pro-formas for affordable housing.
- Familiarity with financing sources used for large-scale affordable housing development projects, including both rental assistance programs and Low Income Housing Tax Credits.
- Experience completing financing applications, such as the Massachusetts DHCD One Stop or similar.
- Experience with green building, smart growth, building science and energy conservation.
- Demonstrated skill in managing design, development and construction teams.
- Experience reviewing legal documents, communicating with attorneys, and managing the closing process.

To Apply

Please submit a resume and thoughtful cover letter documenting your experience and skills to bcraig@homeownersrehab.org. Applications will be reviewed and acknowledged as they are received and decisions made on a rolling basis. HRI seeks to fill this position in early 2017.

HRI offers a competitive salary, commensurate with experience and qualifications, plus generous benefits.

Homeowner's Rehab, Inc. is an equal opportunity employer. Cambridge residents, people of color and women are encouraged to apply.