

BRIDGE STREET DEVELOPMENT CORPORATION

Bridge Street Development Corporation (BSDC), an innovative and progressive community development corporation located in the historic Bedford-Stuyvesant community of Brooklyn, New York is seeking a Project Manager, Real Estate Development

Project Manager, Real Estate Development

The Project Manager will oversee a number of residential real estate 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 will include:

- Manage the acquisition, construction, and/or renovation of development projects. Depending on the experience of the Project Manager and the level of complexity of the projects, they may be involved in 2 – 4 projects at a time
- Evaluate feasibility of development opportunities in conjunction with the Director of Real Estate as requested
- Conduct due diligence for existing and prospective projects
- Create and manage development budgets and schedules for projects
- Prepare applications to secure project financing from private, quasi-public, and public funding sources
- Communicate with project lenders, funders, and contractors and prepare reports as required
- Negotiate and manage contracts of applicable consultants as requested
- Manage projects during construction, with the involvement of an owner's construction representative
- Manage closings of real estate transactions
- Manage the project invoice and requisition process
- Manage relocation planning and implementation as required
- Work with the Community Engagement staff to create and implement the community engagement strategy for specific projects as required
- Collaborate with other departments in planning and implementing community events and/or media opportunities for real estate activities as necessary

Our Ideal Candidate

BSDC is looking for smart, creative, and hardworking talent to join our Real Estate Development team. Our ideal candidate enjoys real estate development, and is comfortable working in a fast-paced, community-based environment. They will bring dedication, enthusiasm, positive interpersonal skills to the work, and possess many of the following skills and qualifications:

- Two (2) to four (4) years of experience successfully managing residential real estate development projects
- Prior involvement in or demonstrated commitment to community-based affordable housing development
- Bachelor's degree, preferably in a related field or the equivalent in work experience
- Master's Degree in a related field a plus
- Demonstrated ability to express oneself well verbally and in writing
- Excellent analytic and problem-solving skills
- Financial analysis skills and excellent computer literacy
- Ability to independently organize and prioritize project activities
- Ability to effectively plan and direct the work of team members
- Ability to work accurately under pressure, delegate, and coordinate the work required to meet project deadlines and budgets
- Ability to interact and engage positively with a diverse group of people including members of our community, our staff, and outside stakeholders
- Flexibility to adapt, respond, and meet the needs of the project and the organization
- Ability to quickly identify when and where help is needed, and

Application Instruction

Please submit one PDF document containing a cover letter, detailing your interest and qualifications for this position, and an up-to-date resume to: info3@bsdcorp.org. Address your application to: BSDC Project Manager, Real Estate Development Search. BSDC offers a competitive salary commensurate with experience and qualifications, plus generous benefits. Please see www.bsdcorp.org for more information about BSDC and its programs.