

# Project Manager, Real Estate & Development

## Position Description:

The Project Manager is responsible for managing all phases of development for Habitat NYC and Westchester's affordable homeownership development projects from inception through occupancy, including acquisition, construction, and disposition. The Real Estate Project Manager is responsible for problem solving to ensure that all assigned projects are delivered on time and on budget. This position reports to the Director of Real Estate and Development.

## Responsibilities:

- Secure public and/or private financing for affordable housing development projects
- Create and maintain project pro-forma and present internal and external reports
- Prepare bid package and level bids for contractors and consultants on assigned projects
- Lead multi-disciplinary project teams comprised of attorneys, lenders, local and state agencies, architects, engineers, expeditors, general contractors, consultants
- Conduct regular site meetings during construction, maintain meeting minutes, review and process payment requisitions, negotiate change orders if needed
- Guide projects through various city approval processes for land disposition, public funding, construction, tax exemption/abatement, and tax lot apportionment through agencies including HPD, DOB, DOF
- Manage multiple projects, deliverables, milestones, schedules and budgets simultaneously
- Ensure project is being executed in accordance with contract documents
- Where applicable, oversee general contractor's quality control processes
- Embrace change and adopt a "can do" mentality when performing tasks; be solutions oriented
- Drive the plan development process through schematic and design development phases and utilization of drawings for project feasibility
- Coordinate all building plans and project documentation through entitlement and site/building construction approvals
- Solve problems as they arise during construction to keep the jobs on schedule and budget
- Prepare pre-development budgets and schedules for proposed projects and tracking and updating budgets and schedules from the initial phases through construction completion
- Create financial models with well-researched explanations of financial assumptions for underwriting
- Participate in development meetings through pre-development and development stages, including meetings with municipalities, community boards, design teams, and public hearings throughout the land development process
- Prepare cash flow analysis and monitoring monthly project schedules to determine if projects are on schedule and within the approved budget
- Demonstrate leadership and communication skills with ability and willingness to face challenges, direct others, and effectively address conflict

## Qualifications:

- Bachelor's Degree in real estate, urban planning, architecture, construction management or related field is preferred
- Minimum 2 years of relevant experience
- Must be a self-starter with a positive attitude who is highly motivated and goal-oriented
- Must be able to work in a team environment
- Excellent interpersonal, written, and verbal communication skills
- Effective organizational, prioritization, and time management skills
- Accurate, detail-oriented, dependable, and punctual
- Proficient computer skills, including use of Microsoft Excel, Project and Word
- Organized and able to multi-task in a fast paced environment

## COVID-19 Vaccination:

All newly hired employees of Habitat NYC and Westchester must have their final dose of an FDA-authorized or WHO-listed COVID-19 vaccine and provide proof of such to begin employment unless a reasonable accommodation on the following limited bases is granted. Habitat NYC and Westchester will consider accommodation requests from individuals who are unable to receive a COVID-19 vaccination due to either an underlying medical condition or sincerely held religious beliefs on a case-by-case basis in accordance with our policies as well as federal, state, and local laws. Supporting documentation may be requested.

## Location, Hours:

Habitat for Humanity NYC and Westchester County has embraced a hybrid work style, combining both in-person and work-from-home. This approach underscores our focus on building and maintaining cross-divisional strengths with team members across the organization as well as volunteers, community partners, homeowners, and others inside and outside the organization. Specific requirements are aligned with each job function should be fully discussed with the supervisor.

## Administrative Offices:

111 John St., 7th Floor, Suite 770, New York, NY 10038; and 55 S. Broadway, Tarrytown, NY 10591. Ability and willingness to travel to build sites across NYC and Westchester County; and two ReStores (locations in Queens, NY and Yonkers, NY) from time to time and as required. Work week is Monday – Friday 9am – 5pm, evenings and weekends as required.

## Compensation: \$65,000 – \$70,000

Careers at Habitat for Humanity New York City and Westchester County are challenging, rewarding and fulfilling. If you are interested in bringing your passion for the mission of Habitat for Humanity to the organization, please apply by sending a resume and cover letter outlining your qualifications to Juliana Bernal Guinand at [jbernal@habitatnycwc.org](mailto:jbernal@habitatnycwc.org).

Habitat for Humanity New York City and Westchester County is committed to a policy of equal opportunity in all its activities and programs including employment and promotion. It does not discriminate on the basis of race, color, national or ethnic origin, citizenship status, religion, sex, sexual orientation, gender, age, physical handicap, veteran or marital status. Women and minorities are encouraged to apply.