

Real Estate Project Manager

The **Real Estate Project Manager** is responsible for overseeing all phases of real estate development for multiple affordable housing new construction and rehabilitation projects from project inception through construction completion and stabilization under the direction of the Director of Real Estate Development.

Responsibilities:

1. Perform development site analysis including zoning, site capacity, program options, & financial feasibility.
2. Create financial model for all types of real estate transactions including development budget, construction and permanent funding sources, operating budget, cash flow statement, and construction closing schedules.
3. Assemble and manage development team including project architect, engineers, general contractor, lenders, legal counsel, and consultants.
4. Review and negotiate engagement contracts, lender and syndicator letters of interest (LOIs), all construction closing legal documents, and agency regulatory agreements.
5. Carry out due diligence of development sites including ordering and analyzing appraisals, inspections, preliminary title reports, environmental reviews, and market analyses.
6. Oversee development activities including but not limited to the site and building design, managing community and tenant relations, and obtaining elected officials support.
7. Coordination of project acquisition, pre-development, construction, and permanent financing including the preparation of applications for conventional debt, tax-exempt bonds, LIHTC equity, Reso A funds, grants, and agency subsidy funds.
8. Monitor development project during construction, manage construction issues and change orders, prepare monthly status reports, and submit monthly construction requisitions.
9. Respond to Request For Proposals (RFPs) for housing and community development projects.

Qualifications:

1. Min. BA/BS degree with 2+ years of work experience in a real estate development or related field.
2. Experience with project coordination: managing clients and consultants; meeting project deadlines; and managing communication with government agencies.
3. Entrepreneurial in identifying problems and obstacles and proposing solutions based on independent research and analysis to the Housing Development team.
4. Experience in real estate development, urban planning, architecture, construction, finance, property management, community development strongly preferred – familiarity with city, state, and federal affordable housing programs and policies.
5. Excellent oral and written communication skills, computer expertise (Word & Excel), ability to work on several projects simultaneously and independently.
6. Bi-lingual Spanish-English Language - a plus.

Compensation: commensurate with experience; Health, Dental and other fringe benefits

If interested, please send resume and cover letter indicating salary requirements to:

St. Nicks Alliance
Attn: Real Estate Project Manager Search
2 Kingsland Ave, Brooklyn, NY 11211
Email: cvasquez@stnicksalliance.org

St. Nicks Alliance and its affiliates are Equal Opportunity Employers

St. Nicks Alliance is a 40+ year old not-for-profit community organization focusing primarily on neighborhoods in North Brooklyn. Its programs impact more than 17,000 residents annually in the areas of: Housing development and management; Tenant assistance; Workforce Development; Youth and Education; Senior Services and Healthcare.