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## **Alembic Community Development Project Manager Job Posting**

**Job Title: Project Manager, FTE**  
**Reports to: Director, New York Office**

### **Organization Overview**

Alembic Community Development is a community development company that makes long-term commitments to partnerships and investments in underserved neighborhoods through real estate development, organizational capacity building, and community-based planning initiatives. The company was founded in 1998 in New York City as a consulting firm (Warnke Community Consulting) to community organizations, and in 2005 expanded its focus to include real estate development in order to create more equitable joint venture partnerships with nonprofit organizations for affordable and supportive housing developments. In 2006, Alembic began its sustained work in the Gulf Coast and established its New Orleans Office in response to communities' ongoing recovery needs following Hurricane Katrina.

Through its real estate development work, Alembic plans, finances, and builds affordable and supportive housing and community facilities in collaboration with nonprofit organizations and residents in New York City, Louisiana, and Mississippi. To date, Alembic has developed 12 affordable and supportive housing projects in New York City, totaling more than 1,000 apartments. The company has developed more than 100,000 square feet of commercial and community facility space in New Orleans. These projects include gut rehabilitation, new construction, and adaptive reuse development projects with a variety of financing structures. Alembic's pipeline of future projects is robust and evolving as projects transition from ideas to reality.

### **Position Goals and Objectives**

The Project Manager oversees all phases of an affordable or supportive housing project from predevelopment, construction, through conversion to permanent financing, and serves as the Alembic representative on the development team. The Project Manager, with supervision from the Director of the New York Office, works to fulfill Alembic's mission to develop affordable and supportive housing, often in joint venture partnerships with nonprofit housing and service providers.

### **Responsibilities**

Work independently, or with a small team of colleagues through all phases of an affordable or supportive housing project. Responsibilities include:

- Participating in project identification, site assessment, and feasibility analysis for development;
- Participating in selecting the development team;
- Identifying and securing financing from public and private sources, preparing *pro formas*, and completing applications and due diligence requirements;
- Participating in community planning and outreach efforts;

- Managing the development team, including nonprofit partners; design, environmental, legal, financial and construction consultants; as well as government and private sector funders. Serving as point person for all development team members and managing coordination of work and information;
- Monitoring the construction process, including:
  - Processing requisitions and change orders;
  - Resolving design and construction issues;
  - Facilitating communication between general contractors and consultants;
  - Managing dissemination of information to all stakeholders;
  - Maintaining project financial, legal and regulatory records; and
  - Managing building turnover process, including punchlist and warranties;
- Coordinating residential marketing and lease-up with property managers, as well as commercial marketing and leasing with commercial brokers; and
- Working with development team through the conversion to permanent financing process.

### **Preferred Qualifications and Experience**

- Real estate development experience, including experience in affordable and Low Income Housing Tax Credit (LIHTC) housing development, preferred.
- Commitment to working with community-based organizations and a shared commitment to Alembic's mission and values.
- Experience in the nonprofit, government, or for-profit real estate development sector preferred.
- Ability to successfully manage and complete complex development projects that involve multiple sources of financing and stakeholders.
- Ability to anticipate and address issues as they arise with an understanding of the implications of all possible outcomes, as well as a proactive and detailed approach to problem solving.
- Experience in financial modelling, construction management, or asset management.
- Excellent verbal and written communications and interpersonal skills.
- Professionalism and diplomacy in maintaining client relationships.
- Ability to take initiative and work with directed, but limited, supervision.
- College degree required, advanced degree in related field preferred.
- Experience with basic office IT a plus.

### **Salary and Benefits**

Alembic Community Development offers a competitive salary and benefits package.

### **Application Procedure**

Please email cover letter and resume to: [office@alembiccommunity.com](mailto:office@alembiccommunity.com)

Subject Line: Project Manager Position

Deadline: July 5, 2019

Alembic Community Development is an equal opportunity employer.