

Job Description

Position:	Real Estate Project Manager
Reports to:	Director, Real Estate Development
Exempt:	Yes
Start Date:	Open – Immediate hire
Salary:	Low - Mid 50s
Approved by:	CEO/President

Bridge Street Development Corporation (BSDC) -An innovative and progressive community development corporation located in the historic Bedford-Stuyvesant community of Brooklyn. We build and sustain strong communities where people of all incomes can achieve their full potential. BSDC is looking for a mission driven Project Manager to join our team and support efforts to grow our portfolio of affordable housing projects. This individual will have responsibility for implementing real estate development projects from initial conception through closing, construction, and stabilized occupancy, delivering quality finished products on schedule and within budget.

Essential Functions:

- Create and maintain financial models, projections, and schedules
- Project initiation (site analysis & selection, financial feasibility, schedule & budget, & securing community and political support)
- Project determination (financial structure, funding commitments, cost estimates, establishment of project pro forma, due diligence)
- Prepare RFQ/RFP responses. Show the ability to thoroughly convey BSDC's ideas to potential stakeholders
- Secure public approvals, including zoning
- Work with staff to secure equity, debt and public resources. Representing organization with local and state funding sources
- Project design (architect selection & management, plans & specs, set-up of requisition system)
- Lead the structuring, assembly, review of funding applications and managing the closing
- Track & report project issues
- Communicate with and transition developments smoothly to Property Management Agent
- Provide oversight of current portfolio, its operations, financial conditions and the work of the Property Management Agent
- Ensure Resident Services planning is continuous throughout the project
- Process and track development expenses and requisitions
- Attend on-site meetings, public and community meetings

Skills and Experience:

Ideal candidates will have experience with development of affordable or mixed-income housing projects, with an ability to successfully drive and close these transactions. Ideal candidate will have the ability to manage all elements of a project, from creating a successful application for tax credits to managing construction and lease up. Skills and experience should include:

- Strong financial and analytical skills, with a passion for real estate development
- Ability to handle multiple projects through the consistent completion of tasks with established deadlines
- Ability to manage a sizeable development team of internal and external contributors
- Construction management experience

- Strong verbal and written communication skills and advanced knowledge of Microsoft Office, including Excel and MS Project

Bachelor's degree required with a Master's preferred. Affordable housing experience strongly preferred along with minimum of 3-5 years of relevant experience.

To Apply: Please send resume and cover letter to info2@bsdcorp.org. Indicate "Real Estate Project Manager" in subject of e-mail. Due to the high volume of applicants, only qualified candidates will be contacted. Bridge Street Development Corporation is an equal opportunity employer.

BSDC is committed to ensuring diversity in its workplace, and candidates from diverse backgrounds are strongly encouraged to apply.