



## **Urban Edge**

Urban Edge is a nonprofit community development organization with a mission dedicated to strengthening communities and families. Together, we build affordable housing and vibrant, prosperous neighborhoods. Located at the crossroads of Jamaica Plain and Roxbury in Jackson Square, our goal is to foster diverse urban neighborhoods of choice populated by resilient families and sustained by dynamic webs of community relationships. To achieve this goal: we build quality affordable housing for low and moderate income households; we advise hardworking families on homeowner services, financial education, tax assistance, and student loan counseling; and we organize neighbors to become leaders of community change.

## **Urban Edge Real Estate Development**

To date, Urban Edge has developed nearly 1,500 units of affordable housing and maintains a portfolio of more than 1,300 units. Urban Edge has a robust and diverse pipeline of residential and commercial projects. We are committed to the development of high quality, cost effective, green housing. We currently have over 400 affordable apartments in our pipeline, including both new construction and renovation projects. Urban Edge is also actively advancing the development of a 75,000 square foot community recreation center in Jackson Square. Urban Edge's Real Estate Department provides its staff with significant opportunities for professional growth, within a supportive team environment and non-profit setting.

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**JOB TITLE:** Senior Project Manager

**DEPARTMENT:** Real Estate

**REPORTS TO:** Director of Real Estate

### **OVERVIEW:**

The Senior Project Manager will independently lead the acquisition, construction, and/or renovation of properties to be developed in order to meet Urban Edge's mission according to its core value that requires meaningful resident engagement in strategic decisions. Types of projects include multi-family residential, community facilities, commercial, and mixed-use. The Senior Project Manager is a self-motivated, results-oriented individual with a strong work ethic and the patience to see projects through to completion and to manage relationships with participants. S/He must be able to multi-task under pressure and possess the flexibility to adapt to shifting priorities while meeting deadlines. The Senior Project Manager works to ensure that projects are completed on

time, on budget, and in accordance with Urban Edge's affordability, green, urban design, financial, and resident engagement standards. S/He could have supervision responsibilities over an Assistant Project Manager.

**STATUS:** Full-time Exempt **GRADE:** 5

**RESPONSIBILITIES:**

1. Creates financial proformas, development budgets, One-Stops, and schedules for complex projects with limited supervision.
2. Independently prepares full One-Stop applications and proposals to secure project financing from private, quasi-public, and public funding sources.
3. Responsible for managing project budgets and schedules.
4. Represents Urban Edge at meetings with lenders, funders, and contractors, prepare reports as required.
5. Negotiates and manages contracts of all applicable consultants.
6. Leads the project team of architects, engineers, contractors, property management, and other professionals with limited supervision to achieve the objectives of the project.
7. Manages projects during construction.
8. Manages the closing of real estate transactions, including reviewing loan documents, deed restrictions, gathering due diligence, secure titles, deeds, insurance certificates, other necessary corporate documentation, and any other activities required to close on real estate transactions.
9. Manages the project invoice and requisition process.
10. Manages the relocation documentation as required by and in accordance with the Uniform Relocation Act.
11. Works with the Community Engagement staff to create and implement the community engagement strategy for each project
12. Collaborates with other Departments in planning and implementing community events and/or media opportunities for Real Estate activities as necessary.
13. Maintains project files in accordance with the Departmental filing system.
14. Evaluates feasibility of development opportunities.
15. Conducts due diligence research for new development opportunities and existing projects.
16. May directly supervise staff
17. Available for evening meetings as necessary.
18. Performs other related duties that may be assigned.

## **QUALIFICATIONS**

### Experience

Four (4) to seven (7) years of experience in commercial and/or residential real estate development and real estate finance, including prior involvement in community-based affordable housing development.

### Skills

- Demonstrated ability to express thoughts, perceptions, and ideas clearly and concisely, verbally and in writing. Ability to effectively present information in writing including creating original materials.
- Excellent quantitative and analytical skills.
- Advanced financial analysis skills
- Ability to prioritize and multi-task independently.
- Ability to take the initiative to carry assignments beyond the original instruction in anticipation of future opportunities. Ability to follow general direction and work with a high level of independence.
- Ability to make sound decisions within the scope of the job; excellent problem solving skills.
- Demonstrated ability to elicit and support enthusiasm, commitment, and productive behavior from others in order to accomplish specific results through their efforts.
- Advanced spreadsheet skills and demonstrated computer literacy.
- Demonstrated ability to interact positively with the community and staff.
- Demonstrated ability to work with and understand people of all ethnic backgrounds and understand the problems of residents.
- Proven ability to organize own activities as well as the activities of others.
- Ability to take a leadership role, plan and direct the work of others.
- Ability to work accurately under pressure, delegate and coordinate the work required to meet project deadlines and budgets.
- Ability to maintain the flexibility necessary to adapt, respond, and meet the needs of the organization.
- Bilingual speaking skills a plus.
- Ability to directly supervise others.

### Education

Bachelor's degree in a related field. Master's Degree in a related field a plus.

### **Application Information**

Please forward resume and cover letter to [careers@urbanedge.org](mailto:careers@urbanedge.org). You may also mail to Resumes at Urban Edge at 1542 Columbus Avenue, Roxbury, MA 02119.

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The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

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