Real Estate Senior Project Manager or Project Manager

The Planning Office for Urban Affairs (POUA, the Planning Office) seeks a Senior Real Estate Project Manager, or possibly a Project Manager, to join our collaborative and dedicated staff. The Senior Project Manager will have an opportunity to work with an experienced and collaborative team as well as with dedicated project partners on a wide range of projects throughout Eastern and Central Massachusetts.

POUA was created by the Archdiocese of Boston in 1969 as a nonprofit organization, to serve as a catalyst for social justice through its work in housing development, neighborhood revitalization, and affordable housing advocacy. Today, 57 years later, the Planning Office remains firmly rooted in its mission to create vibrant communities, and work for social justice on behalf of all those who are housing deprived.

The Organization and Its Activities

The Planning Office has developed more than 3,200 units of elderly, family, mixed income and special needs housing, channeling over $675 million of investment into developments throughout eastern and central Massachusetts. We own over 1,250 units across 25 properties. The Planning Office currently has more than 1,300 units of rental, supported housing, and homeownership under development and another 600 prospective units in communities such as Attleboro, Boston, Gloucester, Wayland, Brockton, Needham, Arlington, and Worcester. Our current annual operating budget is more than $4.2 million.

Our developments focus on the creation of strong communities where people of economic, racial and ethnic diversity can live with dignity and respect. They are designed to respond to the needs of both our residents and the particular communities in which we build. In some cases, we have redeveloped former church-related properties; in other cases, we have responded to requests from communities, service agencies, nonprofit partners or local governments. We work with several property management companies and have an asset manager and resident service manager on our staff, to ensure effective operation and resident support at the properties that we develop.

The Planning Office is led by experienced affordable housing leaders, who participate in and lead local and national advocacy efforts to increase affordable housing resources, avoid foreclosures, and address homelessness. Our board of trustees, appointed by the Archbishop of Boston, works together with our President to govern our financially strong and growing organization.

Real Estate Development at the Planning Office

Real estate development at the Planning Office is collaborative process. Our projects are often a joint venture or a partnership with a service provider, a community, or a local nonprofit. Project teams are led by the Director of Real Estate or the President, with the degree of daily involvement varying based on the Project Manager's experience and the stage of development. We encourage the mentor/mentee relationship and look to learn from each other and every project.

Our recent work includes: developing a 19-story, 126-unit development in downtown Boston that will provide permanent supportive housing and affordable rental opportunities; converting an office

building into affordable homeownership in Worcester; creating a 121-unit mixed-income rental and homeownership community in Brockton; and developing three new residential communities along the Fairmount line in Mattapan. We have formed partnerships with a range of groups including: the St. Francis House, HarborLight Homes, Caribbean Integration Community Development, and many others.

The Senior Project Manager

The Senior Project Manager will join a team of thirteen people at the Planning Office. They will report directly to the Real Estate Director. They will be expected to manage at least two development projects themselves, and may support team members on other projects, depending on their skills and experience. Projects that the Senior PM would lead could include a 60-unit new construction family housing development in Gloucester that POUA is developing together with HarborLight Homes and the redevelopment of an historic Catholic school and adjacent land in Boston, where 40 senior units, a PACE program, a daycare, and 60 family units are planned.

The person in this position shall immediately assume primary responsibility for the full arc of one or more development projects, including some or all of the following tasks:

- Take the lead or assist with prospective developments and acquisitions, by evaluating financial structures and strategic opportunities to advance the Office's mission and achieve state policy/funding priorities
- Take the lead or assist with assembling project development teams and managing vendor contracts (architectural, environmental, engineering, etc.)
- Undertake financial modeling for project development and operating budgets
- Manage zoning and permitting processes
- Identify and secure pre-development and permanent financing
- Manage pre-development budgets
- Assemble tax credit and other funding applications
- Develop presentations and lead communications about projects, including making presentations to public commissions and community groups, and keeping neighbors informed
- Oversee project closings
- Manage projects during the construction and lease-up periods
- Develop and maintain relationships with City and Town permitting and housing staff, financing agencies, and lenders, and
- Other project development or office development tasks as assigned.

Our Ideal Candidate

The Senior Project Manager will demonstrate a strong commitment to affordable housing development and an ability to work well in a team setting in a small, collegial office and with key project partners.

Our ideal candidate will be a highly motivated, creative professional who takes initiative and has many of the following skills and experiences:

- At least five years of experience in real estate finance, real estate development, or community development
- Excellent oral and written communication, technology, and organizational skills
- An ability to solve problems, suggest new ideas, and move tasks forward
- Strong financial modeling and management skills
- Experience with state and federal housing programs, funding and policies, including low-income housing and historic tax credits, preferably in Massachusetts
- Demonstrated familiarity with project closings, permitting and zoning
- Motivation to build professional skills, learn from team members, and share knowledge with coworkers
- Ability to work independently and achieve outcomes, and
- An advanced degree in a related field, however additional work experience can substitute for an advanced degree.

The Selection Process

Please submit a cover letter detailing your interest and qualifications for this position, along with a resume to: **https://annlsilverman.com/poua-senior-project-manager/.**

Questions can be addressed to jobs@annlsilverman.com. No phone calls or letters please.

The Planning Office offers a competitive salary and a generous benefits package, including 100% of an individual or family health plan and annual bonuses.
The salary range for this full-time position is from $85,000 to 120,000, depending on experience and qualifications.

This is a hybrid position. All POUA staff work in the office at least three days per week.

Note: If you do not have all of the qualifications listed, but are highly motivated to do this work, we would still like to hear from you. Please indicate in your cover letter what skills you have, and how you might propose to adapt your current skills and experiences to the position.

The Planning Office for Urban Affairs is an Equal Opportunity and Affirmative Action Employer. We encourage applications from candidates from diverse backgrounds and cultures.