

# Planning Office *for* Urban Affairs

ARCHDIOCESE OF BOSTON

## **Project Manager or Senior Project Manager**

The Planning Office for Urban Affairs (POUA, the Planning Office) seeks a Real Estate Project Manager or Senior Project Manager to join our collaborative and dedicated staff. 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 affordable housing development, neighborhood revitalization, and affordable housing advocacy. Today, nearly 50 years and the development of over 3,000 units of housing 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.

### **Real Estate Development at the Planning Office**

Our work in the last few years includes developing a \$68 million urban mixed-use, mixed-income project in Haverhill; developing housing for the homeless and very low income households at a key location in downtown Boston; planning and then constructing a new residential community along the Fairmount line in Mattapan; and creating the first safe house in the City of Boston for victims of human trafficking. In undertaking this work, we have formed partnerships with groups such as the Greater Haverhill Foundation, St. Francis House, Caribbean Integration Community Development, and Pine Street Inn.

We currently have 40 units of new rental and homeownership housing in construction at Morton Station Village in Mattapan. We are securing financing and in pre-closing phase on 164 units in Boston and elsewhere. We are working on predevelopment of more than 350 units in Boston, Brockton and Haverhill. We are completing feasibility analysis on a range of church-related properties in Boston and the surrounding communities, while we also consider refinancing of several of our existing properties.

The Project Manager or Senior Project Manager will join a talented team of ten people at the Planning Office. They will report to the Real Estate Director who is knowledgeable and accessible. They will join a team that is committed to professional growth and development for all staff. They will collaborate closely with other staff members.

### **The Project Manager**

The Project Manager or Senior Project Manager will support the Real Estate team on specific development projects. They will coordinate one or more development projects themselves. The Project Manager will demonstrate a strong commitment to affordable housing development and an ability to work well in a small, collegial environment.

The person in this position shall assist with, or have primary responsibility for some or all of the following tasks for specific projects, depending on their experience, and workload in the office:

- Assist with assembling project development teams, and managing vendor contracts (architectural, environmental, engineering, etc.)
- Manage project milestones from predevelopment to financing, construction and lease up
- Develop presentations and other communications about projects and assist in making presentations to public commissions and community groups
- Assemble permitting and regulatory review applications
- Develop and maintain relationships with City and Town permitting and housing staff, financing agencies, and lenders
- Support or undertake financial modeling for project development and operating budgets
- Identify and secure pre-development financing
- Manage pre-development budgets
- Assemble tax credit and other funding applications for new projects
- Assist with prospective developments and acquisitions by evaluating financial structure, and strategic opportunities to advance the Office's mission and achieve state policy/funding priorities
- Other project development or office development tasks as assigned.

### **Our Ideal Candidate**

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

- At least two years of experience in real estate development, community development or related work
- Ability to manage multiple tasks and relationships in a fast-paced environment
- Basic financial management skills and the motivation to build those skills further
- Confidence in construction oversight and team management
- Excellent oral and written communication and technology skills
- Ability to work independently and achieve outcomes
- Strong mission focus
- An ability to solve problems and suggest new ideas,
- Experience taking a project from start up through closing preferred
- Some experience with state and federal housing programs, funding and policies, preferably in Massachusetts, including low-income housing and historic tax credits, and
- An advanced degree in real estate, planning or a related field preferred, however additional work experience can substitute for an advanced degree.

### **The Selection Process**

If you are interested and motivated to grow with our organization, please consider applying! We welcome applications from people who bring a range of skills and experiences. The Planning Office offers a competitive salary and benefits package as well as an opportunity to work with an experienced and dynamic team on a wide range of projects throughout eastern Massachusetts. The current starting salary range is from \$80,000 to 105,000, depending on experience.

Please submit a cover letter detailing your interest and your particular qualifications for this position, along with a resume to: <http://annsilverman.com/pouasprojectmanager/>. Questions should be directed to: [jobs@annsilverman.com](mailto:jobs@annsilverman.com).

Applications will be reviewed and acknowledged as they are received. The Planning Office for Urban Affairs seeks to fill this position by early in 2023.

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