



Real Estate 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. The Project Manager will have an opportunity to work with an experienced team 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, 55 years and more than 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.

The Organization and Its Activities

The Planning Office has developed more than 3,000 units of elderly, family, mixed income and special needs housing, channeling over \$600 million of investment into developments throughout eastern and central Massachusetts. We currently have more than 1000 units of rental and homeownership projects under development in Attleboro, Boston, Gloucester, Wayland, Brockton, Needham and Worcester.

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, or local governments. We work with several property management companies and have an asset manager on staff to ensure effective operation of 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 Cardinal, works together with our President to govern our financially strong and growing organization.

Real Estate Development at the Planning Office

Our recent and ongoing 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 housing in Worcester; creating a 121-unit mixed-income rental and homeownership community in Brockton; developing 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. We have formed partnerships with a range of groups including: the St. Francis House, Harborlight Homes, Caribbean Integration Community Development, Father Bill's & MainSpring, and many others.

The Project Manager

The Project Manager will join a team of nine people at the Planning Office. They will report directly to the Real Estate Director. They will collaborate closely with others on the staff. The Project Manager will support the Real Estate team on specific development projects. They may coordinate two or more development projects themselves.

The person in this position shall assist with or have primary responsibility for the full arc of a development project, including the following tasks, depending on their experience and the project workload in the office:

- 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
- 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 requirements
- Identify and secure pre-development financing
- Manage pre-development budgets
- Assemble tax credit and other funding applications for new projects
- Develop presentations and other communications about projects and assist in making presentations to public commissions and community groups
- Oversee project financial 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 Project Manager will demonstrate a strong commitment to affordable housing development and an ability to work well in a small, collegial environment.

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

- At least three-to-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 skills
- Some experience with state and federal housing programs, funding and policies, including

- low-income housing and historic tax credits, preferably in Massachusetts
- Some understand of project closings, permitting and zoning
- Flexibility and interest in building skills and experience in the field
- 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://annsilverman.com/poua-project-manager-2025/>. Questions can be addressed to jobs@annsilverman.com. No phone calls or letters please.

The Planning Office offers a competitive salary and 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 115,000, 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.