



## Real Estate Development Project Manager

### Harborlight Homes is hiring!

*Harborlight Homes is a leader in providing service-enriched affordable housing throughout the area. As one of the oldest and largest nonprofit affordable housing providers in the area, we strive to make home happen for everyone. If you have a keen ability to problem solve and are passionate about cultivating housing opportunities for all, this opportunity may be for you!*

As a Project Manager at Harborlight Homes, you will help the Real Estate Development team bring a pipeline of projects from vision to reality through purposeful planning and execution of key objectives while partnering with a wide-range of stakeholders and ensuring on-time deliverables. On a regular day, you will design project schedules, create financial feasibility models, develop, and present budgets, prepare funding applications, support permitting processes, monitor tasks for completion and identify at risk projects developing mitigation plans, and track and report on predevelopment costs. You will manage the construction phase of current housing projects including the requisition process, and coordinate with property management teams on marketing and lease-up, project close-outs and handoff.

To thrive in this role, you are highly motivated to achieve results and deliver against timelines. You are proactive and resourceful. You are able to prioritize while managing multiple tasks and remaining within defined budgets. Most importantly, you align with the mission, vision, and values of Harborlight Homes. You recognize a community is all-encompassing and support social change to create opportunities for disadvantaged or vulnerable populations. At Harborlight Homes, our work is centered around these values and beliefs. Hence, we strongly encourage applicants of all backgrounds, experiences, and beliefs to join our cause.

#### Requirements:

- Bachelor's degree and a minimum of 5 years of experience in real estate development, asset management, and/or real estate financing (Master's degree in a related field may be substituted for some of the experience required).
- Ability to manage a real estate project's budget and schedule mostly independently.
- Knowledge and experience in financial pro-forma analysis and strong Excel modeling skills.
- Knowledge of regulations and requirements of various government-sponsored real estate subsidies related to affordable housing is a plus, including but not limited to: One-Stop applications, LIHTC, HOME, CPC, etc.
- Ability to prioritize amongst multiple projects and meet deadlines.
- Strong administrative skills with a keen attention to detail.

- Ability to effectively communicate with funders, neighbors, and other stakeholders.
- Ability to work collaboratively as well as with a high degree of autonomy
- Problem-solving approach and ability to modify plans as circumstances change.
- Sense of humor always appreciated!
- Access to reliable transportation to travel locally in the North Shore.

Harborlight Homes values each member of our team and ensures a competitive salary and benefits package including 100% employer-paid individual health, dental, and life insurance, employer-contributions to retirement, generous paid time off, and more.

**\*\*Salary will be determined by experience\*\***

**NEXT STEP:**

***Email resume and cover letter to [gravitasleader@gmail.com](mailto:gravitasleader@gmail.com).***

*Qualified candidates of interest will be contacted and invited to participate in a 30 minute video interview. If you do not hear back from us, we are not interested at this time.*

Job Type: Full-time

Pay: \$70,000.00 - \$100,000.00 per year

Benefits:

- 401(k)
- Dental insurance
- Flexible schedule
- Health insurance
- Paid time off
- Vision insurance

Schedule:

- Monday to Friday
- Weekend availability

Work Location: In person

