



PROJECT MANAGER SOUGHT

Madison Park Development Corporation (MPDC) seeks a Project Manager to join our active real estate team and manage several affordable housing renovation and new construction projects.

MPDC is an established community development corporation (CDC) that serves the Roxbury neighborhood of Boston with our housing and community development activities. Our mission is to foster a vibrant, healthy neighborhood that supports the well-being and advancement of the community. We carry out our mission through: 1) real estate development, which produces and preserves affordable housing, community and commercial spaces; 2) community action, which builds community cohesion through health and wellness initiatives, violence prevention, civic engagement and resident leadership; and, 3) Hibernian Hall, where we nurture the arts in Roxbury, presenting high quality theatre, dance, music, film and spoken word.

Real Estate Development at Madison Park Development Corporation

Since our founding in 1966, MPDC has been a catalyst for the physical renaissance of Roxbury. We have developed over 1,400 units of affordable rental and homeownership housing and 90,000 square feet of commercial space. MPDC currently has several residential and commercial projects in development and in construction, ranging from the rehabilitation of occupied residential properties to new construction of commercial, residential and community spaces.

The Project Manager

The project manager will become a member of our five-person real estate department. They will initially work on the renovation of Smith House, a 132-unit occupied elderly development and manage the building of Dewitt Center, a new construction community space. The Project Manager will report to the Director of Real Estate. They will collaborate closely with other team members, as well as with outsider contractors, community members and funders.

The project manager will engage in many facets of the real estate development process, including financing and budgets, design and construction, marketing and lease-up, legal and regulatory processes, permitting and zoning. We seek an individual who brings some experience in construction or design oversight, who can take on some design review and construction scoping, contractor selection and coordination with utility companies and others during construction, and will complement the skills of other members of our department.

Specific duties of the project manager will include:

- Manage design and construction scoping for significant construction or renovation projects
- Select contractors, including preparing bid packets and Requests for Proposals

- Assist in negotiating construction contracts
- Assist in selection and management of various development team members
- Work with residents of projects before and during construction or renovation
- Manage project permitting and compliance with government requirements
- Prepare or assist with preparation of applications for project financing
- Prepare and monitor project budgets
- Ensure timely completion of projects within budget
- Prepare requisitions for payment
- Oversee monitoring of construction, and
- Coordinate efforts with Owner's Construction Representative to complete construction review and close out.

Other duties may be assigned depending on the skills and experience of the project manager.

Our Ideal Candidate

Our ideal candidate will be motivated to work on a range of affordable housing and related community development and preservation projects. They will bring strong skills in some aspects of the work, and an interest in working with and learning from other team members, to initiate and complete projects that benefit our community.

We seek a candidate who has many of the following skills and qualifications:

- Bachelor's degree in Architecture, Civil Engineering, Planning or a related field
- At least two years of experience in affordable housing development or similar real estate activities
- At least one year of experience in construction management, design or engineering
- Some knowledge of affordable housing financing programs, preferably in Massachusetts
- Some knowledge of permitting and zoning, preferably in Boston
- Excellent written and oral communication skills
- Proficiency in use of Excel and word processing applications
- Commitment to community-based development
- Comfort managing multiple activities in a timely manner, and
- An ability to work well independently and with others.

The Application Process

Please submit a resume and a cover letter documenting your experience and salary requirements to: Madison Park Project Manager Search, Ann L Silverman Consulting, madisonparkprojectmanager2017@gmail.com. No phone calls or letters please. All applications will be reviewed and acknowledged as they are received. MPDC seeks to fill this position by late fall of 2017.

Madison Park Development Corporation offers a competitive salary, commensurate with experience and qualifications, plus generous benefits. See www.madison-park.org for more information about Madison Park Development Corporation.

Madison Park Development Corporation is an equal opportunity employer. Roxbury residents, people of color and women are encouraged to apply.