

PROJECT MANAGER REAL ESTATE

Madison Park Development Corporation (MPDC) is an active and established community development corporation (CDC) that serves the Roxbury neighborhood of Boston with our housing and community development activities. Our mission is to develop and preserve quality, mixed-income housing in Roxbury, and to promote the renaissance of Nubian Square as a thriving neighborhood business district, recognized as a center of commerce and culture that anchors the economic revitalization of Roxbury. We are an organization of about 35 employees working throughout various departments.

Position Description:

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. The project manager will be expected to manage an external team of project stakeholders, and work collaboratively with the Vice President of Real Estate and team members to advance up to two projects at a time.

Reports to: Vice President of Real Estate

Status: Full-time, exempt

Location: Roxbury, Massachusetts

Salary: \$70,000 to \$90,000

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
- Coordinate efforts with Owner's Construction Representative to kickoff construction, oversee monitoring of construction, complete construction review and close out.

Qualifications:

- At least two years of experience in affordable housing development or similar real estate activities
- Some knowledge of 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 with a sensitivity to varying messages when speaking to specific and diverse audiences
- 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.
- Resident of Roxbury or adjacent neighborhoods (preferred)
- Proficiency in second language a plus

Benefits

This is a full-time, salaried exempt position with an excellent benefit package including four weeks paid vacation; paid holidays; generous cost sharing for medical insurance, 401k plan with generous match, and much more! COVID vaccination or medical exemption process is required. MPDC staff members are reporting to work at our Roxbury, MA office, with telecommuting options available for hybrid work. Please submit a resume and cover letter to HR@madison-park.org

Visit our website at www.madison-park.org for more information about MPDC.

MPDC is an equal opportunity employer. We encourage people with relevant lived experiences to apply.